

1819

2011

2011
ESSEX,
MASSACHUSETTS
ANNUAL REPORT



TOWN OFFICERS'
ANNUAL REPORT
ESSEX, MASSACHUSETTS
2011

Incorporated February 15, 1819
Area: 14.18 Square Miles
Town Population: 3,504 (2010 Federal Census)

Sixth Congressional District
Fifth Councilor District
First Essex and Middlesex Senatorial District
Fifth Essex Representative District

State Officials

Congressman John Tierney of Salem
Senator Bruce E. Tarr of Gloucester
Representative Ann-Margaret Ferrante of Gloucester

Town Hall Hours

Monday through Thursday from 7:30am - 3:30pm
Town Hall is closed to the public on Friday.

IN MEMORIAM

of those who have served the Town

David F. Elwell

James E. Platt

Alfred “Jay” Sweet III

Virginia Woodman

Donald Young



TOWN OF ESSEX

ELECTED TOWN OFFICERS 2011-2012

BOARD OF ASSESSORS

Richard S. Cairns, Chairman	Term Expires 2012
Kurt Wilhelm	Term Expires 2013
Barry Ewing	Term Expires 2014

BOARD OF HEALTH

Marlene Saunders	Term Expires 2012
Martha Mazzarino	Term Expires 2013
David Driscoll, Chair	Term Expires 2014

BOARD OF LIBRARY TRUSTEES

Jennifer Mayer	Term Expires 2012
Beth Cairns	Term Expires 2013
Diane Kotch	Term Expires 2014

BOARD OF SELECTMEN

Jeffrey D. Jones, Chairman	Term Expires 2012
Lisa J. O'Donnell	Term Expires 2013
Susan Gould-Coviello	Term Expires 2014

CONOMO POINT COMMISSIONERS

Jeffrey D. Jones, Chairman	Term Expires 2012
Lisa J. O'Donnell	Term Expires 2013
Susan Gould-Coviello	Term Expires 2014

CONSTABLE

Robert Bradley	Term Expires 2012
Sean R. Reed	Term Expires 2012

ESSEX HOUSING AUTHORITY

Beth Cairns	Term Expires 2012
Harold Addison	Term Expires 2013
Glenn Boutchie	Term Expires 2014
Gloria Story (State Appointee)	Term Expires 2015
Diane R. Polley	Term Expires 2016
Al Utenis, Superintendent	

PLANNING BOARD

Andrew St. John	Term Expires 2012
Jason Heath	Term Expires 2013
Corey Jackson	Term Expires 2013
Westley Burnham, Chairperson	Term Expires 2014
Kimberly A. Drake, Co-Chairperson	Term Expires 2014
Dexter A. Doane	Term Expires 2015
William French	Term Expires 2016

	SCHOOL COMMITTEE	
Gregory Carroll		Term Expires 2012
Jim Haskell (Interim)		Term Expires 2013
Alva Ingaharro		Term Expires 2014

	TOWN MODERATOR	
Rolf Madsen		Term Expires 2012

TOWN OF ESSEX

APPOINTED TOWN OFFICERS

BOARDS & COMMITTEES 2011-2012

	ACTION, INC. REPRESENTATIVE	
Courtney Lane		June 30, 2014

	ADA COORDINATOR	
William Sanborn		June 30, 2012

	ANIMAL HEALTH INSPECTOR	
Pamela Stone		February 28, 2012

	ANIMAL/DOG CONTROL OFFICER	
Amelia Reilly		June 30, 2012

	APPEALS BOARD	
Margaret M. Nelson, Chairperson		February 1, 2012
Michael Davis		February 1, 2013
Richard Carter		February 1, 2014
Gilbert Guerin, Jr. – Alternate		February 1, 2012
Rolf Madsen – Alternate		February 1, 2013
Edwin Perkins – Alternate		February 1, 2013

	BOARD OF PUBLIC WORKS	
Trescott DeWitt, Chairperson		May, 2012
Brian Feener		May, 2013
Paul Rullo		May, 2014

	BOARD OF REGISTRARS	
Dawn Burnham		June 30, 2012
Kathleen Azadian		June 30, 2013
Vickie Cataldo		June 30, 2014

	BUILDING INSPECTORS	
William Sanborn, Inspector		June 30, 2012
L. William Holton, Assistant Inspector		June 30, 2012

	BURIAL AGENT	
Blake Story		June 30, 2012
	CATC REPRESENTATIVE	
Robert J. Cameron		June 30, 2012
	CATV REPRESENTATIVE	
Barry O'Brien		June 30, 2011
	CENSUS LIAISON	
	Christina Wright	
	CENTENNIAL GROVE COMMITTEE	
Joe Ahearn		Mark McKenna
Leslie Burns, Chair		James O'Donnell
Robert Coviello		Jennifer Painter
Jason Heath		Paul Rullo
Robyn Kanter		Sue Taylor
Jessica Yurwitz		
	CIVIL DEFENSE	
Daniel Doucette, Director		June 30, 2012
Glenn Boutchie, Assistant Director		June 30, 2011
	COMMUNITY PRESERVATION COMMITTEE	
Wallace Bruce (Conservation Commission)		June 30, 2012
Phillip Caponigro (Conservation Commission Alternate)		June 30, 2012
Vickie Cataldo, Secretary		June 30, 2012
Michael Galli (Water Department)		June 30, 2012
Kim Drake, Chairperson (Planning Board)		June 30, 2012
Richard Ross (Finance Committee)		June 30, 2012
Richard Stevens (Essex Historical Commission)		June 30, 2012
	CONOMO POINT PLANNING COMMITTEE	
	(Appointed at 5/1/2006 ATM)	
John Bediz		George Marsh
Charles Burnham		Gordon Martin
Susan Coviello		Wally Mears
Kimberly Drake		A. Raymond Randall
Gilbert Guerin		Kurt Wilhelm
Mark W. Lynch, Chair		James Witham
	CONSERVATION COMMISSION	
Robert Brophy		June 30, 2012
Joseph Ahearn		June 30, 2012
James Rynkowski		June 30, 2013
Wallace Bruce, Chair		June 30, 2014
Philip Caponigro		June 30, 2014
Elisabeth Frye		June 30, 2014
Shirley Singleton		June 30, 2014

COUNCIL ON AGING		
Arlene Pizzo		June 30, 2012
Gloria Story		June 30, 2012
Harold Addison		June 30, 2013
Robert Cameron		June 30, 2013
Rosemarie Carr		June 30, 2013
Priscilla Doucette, Secretary		June 30, 2013
Marlene Sanders, Vice Chairperson		June 30, 2013
Effie Andrews		June 30, 2014
Walter Andrews		June 30, 2014
Keith Symmes, Chairperson		June 30, 2014
Thayne Symmes, Treasurer		June 30, 2014
ELECTRICAL INSPECTORS		
Ramie Reader, Inspector		June 30, 2012
John Shields, Assistant Inspector		June 30, 2012
ESSEX CULTURAL COUNCIL		
Katrina Haskell		June 30, 2012
Peggy Duff, Chair		June 30, 2013
Jenny Harkness		June 30, 2016
Erica Funkhouser		June 30, 2017
Jack Gale		June 30, 2017
Betsy Vicksell		June 30, 2017
FENCE VIEWERS		
Board of Selectmen		June 30, 2012
FIELD DRIVERS		
All Patrolmen		June 30, 2012
FINANCE COMMITTEE		
Vacancy		May, 2012
Jeffrey Soulard, Chair		May, 2012
James F. Horrocks		May, 2013
Gordon Martin		May, 2013
Mark W. McKenna		May, 2013
Sherri Davis		May, 2014
Richard Ross		May, 2014
FIRE CHIEF		
Daniel Doucette (Appointed by Fire Engineers)		
FIRE DEPARTMENT BOARD OF ENGINEERS		
Daniel Doucette, Chief		June 30, 2012
Tim Lane, Deputy Chief		June 30, 2012
Ramie Reader, Deputy Chief		June 30, 2012
FOREST FIRE WARDEN		
Daniel Doucette		June 30, 2012

HARBORMASTER
Peter G. Silva

HARBORMASTER ASSISTANTS

Peter Granitsas	June 30, 2012
David Kent	June 30, 2012
Alan H. Shearer	June 30, 2012
James Simpson	June 30, 2012
Westley Burnham	June 30, 2013
Alex Edwards	June 30, 2013
Daniel Fialho	June 30, 2013
Robert Hemeon	June 30, 2013
Thomas Berube, Jr.	June 30, 2014
Steve Hartley	June 30, 2014
William Knovak	June 30, 2014

HARBORMASTER DEPUTY

Barry DeMoulin	June 30, 2014
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HAZARDOUS WASTE ADVISOR

Edward Akerley	June 30, 2012
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HEALTH AGENT
Elaine Wozny

HISTORICAL COMMISSION

Cynthia Cameron	June 30, 2012
Richard Stevens, Chairperson	June 30, 2012
Richard Southgate	June 30, 2013
Robert Coveillo	June 30, 2014
Nathaniel Crosby	June 30, 2014

LOCAL EMERGENCY PLANNING COMMITTEE

Daniel Doucette, Fire Department	June 30, 2012
Jeffrey Jones, Selectmen's Liaison	June 30, 2012
Peter G. Silva, Police Department	June 30, 2012
Elaine Wozny, Board of Health	June 30, 2012
Paul Goodwin, Board of Public Works	June 30, 2012

LONG TERM PLANNING COMMITTEE

Leslie Burns	June 30, 2013
Robert Coviello	June 30, 2013
Michael Dyer, Chair	June 30, 2013
Michael French	June 30, 2013
Eric Gjerde	June 30, 2013
Edwin Howard	June 30, 2013
Peter Kellerman	June 30, 2013
Susan Lufkin	June 30, 2013
Eamon McGilligan	June 30, 2013
Lisa O'Donnell	June 30, 2013
Richard Stevens	June 30, 2014
Andrew St. John	June 30, 2013

Wallace Bruce (Conservation Commission Liaison)	June 30, 2013
Peter Silva (Police Department Liaison)	June 30, 2013

MASSACHUSETTS AREA PLANNING COUNCIL REPRESENTATIVE	
Peter Phippen	June 30, 2013

OPEN SPACE COMMITTEE	
Lysa Leland	June 30, 2012
Maria Burnham	June 30, 2012
Leslie Burns	June 30, 2012
Tamson Gardner	June 30, 2012
Julie Scofield, Chairperson	June 30, 2012

PERSONNEL BOARD
Mark Osburn
Board of Selectmen

PLAYING FIELDS COMMITTEE	
Jeffrey D. Jones	June 30, 2012
James O'Neil	June 30, 2012
Richard Trembowicz	June 30, 2012
Susan Taylor	June 30, 2012
Jessica Lamothe – Alternate	June 30, 2012

PLUMBING & GAS INSPECTORS	
Richard Corriere, Inspector	June 30, 2012
David Preen, Assistant Inspector	June 30, 2012

SHELLFISH ADVISORY COMMISSION	
Leonard Woodman	June 30, 2012
Bradley Atkinson	June 30, 2013
Jim Haskell	June 30, 2014
Keith Woodman	June 30, 2014

SHELLFISH CONSTABLES	
David Sargent, Deputy Constable	June 30, 2012
William Knovak, Constable	June 30, 2013
Stephen Hartley, Deputy Constable	June 30, 2013
Peter Wilson, Deputy Constable	June 30, 2014

SURVEYORS OF LUMBER, WOOD & BARK	
Vacancy	June 30, 2012

TOWN BUILDING COMMITTEE	
Beth Cairns (Board of Library Trustees)	Stuart Pratt
Robert Coviello	Lisa O'Donnell, Chair
Dan Doucette (Fire Department)	Sara Richards
Deborah French (Librarian)	Vacancy (Planning Board)
Sherri Davis (Finance Committee)	Peter Silva (Police Department)
Peter Levasseur	Lex Towle

TOWN CLERK
Christina Wright

TOWN CLERK'S ASSISTANT
Dorothy Elwell June 30, 2014

TOWN COUNSEL
Kopelman and Paige, P.C. June 30, 2012

TREASURER/TAX COLLECTOR
Virginia Boutchie June 30, 2013

YOUTH COMMISSION
Board of Selectmen

BOARD OF SELECTMEN CONOMO POINT COMMISSIONERS

As I write this annual report on behalf of the Board of Selectmen, as the latest addition to the Select Board, I have a newfound appreciation for the employees of the Town of Essex. They do a phenomenal job in very trying working conditions. Also, my hat goes off to the many volunteers who sit on the committees which oversee policy decisions. We deeply appreciate everyone's dedication to the success of our Town.

2011 saw the completion of the Route 133 project, the signing of 98% of the bridge leases for Conomo Point residents, two failed overrides, and Town Hall repair issues, among many other concerns. Below you will find brief synopses of these and other pertinent issues which have been highlighted this year. Additionally, please sign up to receive the Town Administrator's report online (through the town's website www.EssexMA.org); that, along with the Selectman's minutes, will keep you up to date with what's going on. They are also available at Town Hall.

The Route 133 project is largely complete. It's a joy to see so many people enjoying the new sidewalks which make the Essex Village area truly walkable. Pocket parks are being completed, which will give folks places to sit and relax near the river and along Main Street. Thanks to the Long Term Planning Committee for their help with this project. Looking ahead, the Town has embarked upon a Feasibility Study with Salem State University and a private engineering firm to lay the groundwork for a potential board walk with ramps and floats along the Essex causeway. The study was funded with Seaport Bond Bill money and it is our hope that the study will show much promise and lead to actual construction funding from the same program. The development of the board walk will build upon other past efforts to continue to make downtown Essex an inviting destination for residents and visitors alike.

The failure of an operational override meant that everyone had to tighten their collective budgeting belts, and each Department did their best. Because the Police Station is so inadequate for the needs of the department, even the inability to fund a temporary modular unit didn't mean the end of that endeavor. Thanks to Town Resident Dan Mayer for the very generous donation of a

gently used and refurbished unit, which is located behind the Fire Station. This temporary fix will not solve the long term problem of inadequate space and safety concerns. It also does not address the cramped, antiquated and deteriorating condition of the Fire House. Nonetheless, the additional space allows everyone to spread out just a little bit more, and provides enough extra room in the station for a much needed interrogation room and detectives' office. A \$10,000 grant from the Town's insurer will help to complete that room by providing all of the necessary modern recording equipment for the interview and interrogation process. A recent Town Meeting appropriation has already assisted with the setup of the modular unit and will allow for the physical alterations necessary in the station.

Another failed override attempt, this one to buy a conveniently located building for the offices in the Town Hall meant that the aging building must be repaired to the best of the Town's ability. A serious leak in the back wall of Town Hall required approximately \$7,000 in exterior repairs just to stop water from entering and the interior wall of the Town Clerk's Office is evidence of the water damage that was caused. The boiler is on its last legs, and its replacement will cost the town approximately \$14,000 for a temporary solution due to the timing of the problem (during the coldest months). If the building were to be occupied in the future on a long-term basis, the solution will likely be a new, gas-fired, hydronic boiler with a new, forced hot water heat distribution system. The Library staff continues to do its best in the cramped quarters. The Library is eligible for state construction grant funds if it is the only department occupying the building – something which the purchase of the other building for Town office would have provided. Our important and irreplaceable documents in the basement run the risk of permanent destruction due to moisture and mold. Thanks to Christina Wright and an existing appropriation which pays for an expert to come, the preservation work of some of the Town's most priceless documents is ongoing. The Building Committee is dedicated to helping the Town solve its infrastructure problems.

Maintaining the Town's technological needs is an ongoing concern. Thanks to a recent partnership with the city of Melrose, Essex is in the process of gradually migrating its information technology infrastructure to a datacenter maintained by the City. The process will be measured and tested and the Town has the ability to roll back various aspects if anything is found to be less than optimal. Eventually, it is hoped that Town workers will simply be viewing images of files stored and programs running in the City of Melrose. The result will be a better infrastructure at less cost. Essex has also already migrated various programs and data to "the cloud", which, in tandem with the Melrose effort, should allow the Town to eventually not require the purchase of future generations of servers.

Moving toward the implementation of a Regional Dispatch Center, the Town will in the next year be able to considerably reduce its public safety communications costs while taking advantage of a state-of-the-art center. Like the information/technology initiative discussed above, given the small size of the Town, it is possible to take advantage of superior products and services while actually reducing costs.

Continuing to resolve issues regarding Conomo Point was a major focal point of the Select Board. Successful votes at Town Meetings enabled the Board to enter into Bridge Leases with the residents at the Point. Special legislation gave the Town the ability to offer the lessees the ability to sign new leases without the burden of 30B. The new bridge leases, renewable each year for up

to 5 years, will bring the Town much needed additional revenue, allow the residents at The Point to continue to live there, allow the time needed to plan for the sale of the Southern Conomo Point properties and to plan what future use on the Northern Point will look like. The Conomo Point Planning Committee is to be commended for continuing to spearhead this issue and working cooperatively with the Board of Selectmen to continue down a successful road. Conomo Point issues are Essex issues and affect every resident and taxpayer in the Town; it's critical that everyone avails themselves of the information available, to participate in the discussions and help make educated decisions.

The Selectmen appreciate and value your input. Decisions are not made in a vacuum or behind closed doors. Please stay informed about the issues which affect your town. Volunteer, participate, discuss. We can't do it without you.

Respectfully Submitted,
Selectman Susan Gould-Coviello,
On behalf of Chairman Jeffrey D. Jones and
Selectman Lisa J. O'Donnell

ANIMAL CONTROL OFFICER

In the year 2011, I, Amy Reilly, the Animal Control and Dog Officer, issued 4 vicious dog warnings, 5 nuisance warnings, 2 nuisance orders, 1 vicious order, 1 banishment and 1 non-compliance warning. This is a significant decrease from the previous two years. The licensing rate has gone up to 817 dogs currently licensed in Town, despite the increase in fees. My aim this year is to have as many dogs licensed as possible in Town, and have issued 4 non-licensing warnings.

Also, in order to maintain public safety, I continue to work closely with the Board of Selectmen and the Police Department to utilize and enforce both the vicious dog bylaw and the nuisance bylaw.

Respectfully submitted,
Amelia Reilly

BOARD OF ASSESSORS

The Assessors' Office has gone through two major changes in the past year. First, we have changed our data system from Vision Appraisal Services to Patriot Properties. We have also changed our office staff.

Our change to Patriot Properties for the computer software that maintains our data was put in place after a long and detailed search for the most efficient, effective and economical method for providing software and assessing expertise to the Town. We decided on Patriot Properties because of the quality of service they could provide. Several towns on the North Shore, including

Manchester, subscribe to their services and recommended them highly. Being located in Lynn they are closer at hand and have more direct knowledge of this area. In addition, their support services will replace the consultants that the Board has relied upon over the last few years for help with procedures and technicalities of collecting and analyzing data and assessing property.

The switch over meant a hiatus to the normal pattern of activity in the Assessors' Office. All data in our files had to be transferred from one system, Vision, over to Patriot and then checked to make sure the transfer was thorough and complete. After the transfer, a sales analysis was completed, values adjustments were made and the tax rate was set.

For those who have visited the Assessors' Office and seen the new property cards, the change in format is obvious. As with any new software, relearning the configurations and operations takes time, practice, and patience. The Assessors, mostly old dogs, are learning new tricks. But, as we use the new methods and put in practice time, as we work with the new system, we are becoming increasingly impressed with its benefits to us and to the Town. We have also been favorably impressed with the level of support provided by Patriot Properties. This help will be invaluable going forward as we look to update data.

Part of that updating of data involves our remapping project. New maps are being created and will be completed in two years. The new maps will provide greater accuracy and improve lot identification particularly in back land and marsh areas.

The other major change in our office is the retirement of our long time clerk, Gillian Palumbo. Gillian's presence in the office was a steadying influence in her knowledge of institutional history of the office and the progress in the Town over a decade or more of changes. Gillian, who will still be in the office two days per week, is helping with the transition as our new clerk, Brenda Harrell, moves into a position which is so important in the ongoing performance of the office, as well as key in our interaction with the public. I want to thank both Brenda and Gillian for their patience and professionalism while the office was going through the added strain of the transition in software systems.

As always, I appreciate the hard work and cooperation of my fellow board members, Barry Ewing and Kurt Wilhelm. In particular, thanks to Barry for his tenacious work on building permits and for Kurt in coordinating the remapping project. It is a pleasure to serve with them in the interest of fair assessing practices for the citizens of Essex.

Respectfully Submitted,
Richard Cairns, Chairman

BOARD OF HEALTH

In 2011, the Board of Health retained its membership and organization with Dr. David Driscoll BOH Chair and physician, Marlene Sanders, R.N. Board Clerk and Martha Mazzarino, LPN, RE as the third Board member. Elaine Wozny continued as Board Administrator, Kim Paskalis, R.N., continued in the part time position as BOH Town Nurse, and Ann White remained Board of

Health Administrative Clerk. Mario Salvatore and Roberta Cody shared duties as contracted food service inspectors.

In 2010, the Board of Health:

- Issued 12 Disposal Works Construction Permits.
- Held 5 Seasonal flu clinics and assisted at flu clinics held on Cape Ann. Approximately 299 people were vaccinated at the Essex clinics.
- Performed seasonal pre-opening and monthly monitoring and water sampling at 1 semi-public and 3 public town swimming areas.
- Investigated 20 complaints.
- Reviewed 24 Title 5 Inspection Reports.
- Reviewed 33 building permit applications.
- Reviewed 36 septic system design plans.
- Witnessed soil testing on 12 existing & proposed lots.
- Performed 127 inspections of food service establishments.
- Licensed 30 Septic System Installers.
- Issued 45 Food Service Permits (Retail, Establishment, Non-profit, & Catering).
- Issued 44 Temporary Food Service Permits.
- Issued 9 Milk & Cream permits.
- Issued 9 Septic Haulers Licenses.
- Issued 27 Keeping of Animals Permits.
- Issued 4 Retail Tobacco Sales Permits.
- Issued 5 Bed & Breakfast/Hotel/Motel Permits.
- Inspected and permitted 4 Recreational Day Camps for Children
- Issued 1 Hot tub Permit
- Provided investigation and followed up as required by MA Department of Public Health for the following x reportable diseases:

Hepatitis, Type C	1 probable case & 1 confirmed case
Lyme Disease	12 suspect cases & 1 confirmed case
Human Granulocytic Anaplasmosis	5 suspect cases
Babesiosis	2 suspect cases
Toxoplasmosis	2 suspect cases
Giardiasis	1 confirmed case
Campylobacteriosis	3 confirmed cases
Cryptosporidiosis	1 confirmed case
Salmonellosis	1 confirmed case
Influenza	1 confirmed case
Varicella	1 probable case

Traditional BOH activities of septic system oversight, restaurant and housing inspections, etc. remain a fundamental part of our responsibilities. Public outreach, education and emergency planning continue as high priorities. The Board feels these issues are crucial for the health and welfare of our citizens. Ms. Paskalis, R.N. continues to protect our residents and visitors by her outreach to the public to offer vaccination clinics in town and assist in school and neighboring community clinics. She and the BOH Administrator, Elaine Wozny, represent our community and

are active in emergency planning on Cape Ann and in the region. They attend meetings and/or are on committees of the Cape Ann Emergency Planning Team, North Shore/Cape Ann Emergency Planning Team, Education Group, Care Delivery Group, Sheltering Committee, and attend local TRIAD meetings (TRIAD is a local workgroup made up of representation from the Senior Center, Sheriff's Department, Police Department, and Board Of Health to address safety of our senior citizens).

A cooling shelter was opened and run in the Senior Center with combined cooperation of the Essex Senior Center, Fire Department and Board of Health. We continue our successful outreach to serve our community and expand into new areas of service and education. We held our annual Health Fair & flu clinic in conjunction with the annual Clam Festival, our third successful annual Youth Triathlon (with over 150 registered participants) and pre-race clinic to promote physical activity in our youth, free monthly Blood Pressure clinics and held the second "Medication Take Back Day" in partnership with our Police Department to allow people a safe way to dispose of unneeded medications to keep them out of the environment and eliminate potential misuse.

We continued our recycling program of mercury thermometers and our sharps (syringes, lancets, etc.) collection program. Please call our office for information on either of these programs or for suggestions as to a program you would like to see implemented.

We continue to provide professional and prompt services and disseminate information to the public. We worked closely with the town's Animal Inspector, Pam Stone on animal bites/scratches that require follow up to prevent the spread of rabies. We work to assure the safety of Essex residents and those who visit our community by permitting and inspecting our permanent and temporary food service establishments. We seasonally sampled & monitored our public and semi-public bathing beaches in town and close the beaches to swimming when the bacterial limits are exceed. We strive to fulfill the public health motto to "Prevent, Promote, and Protect".

We are proud of the efforts of our staff to continue traditional and innovative work toward the continued health and safety of our community, often donating their personal time to do so. Our Nurse and Administrator attended seminars and meetings to remain current in many of the vast and expanding Board of Health responsibilities.

We do much to serve the people of our community, but can always use help. If you, or someone you know, would like to donate your time or skills to help in any of a variety of situations, ranging from helping at a shelter, working a flu clinic or in the planning or running of the Youth Triathlon, please contact our office at 978 768-7614 or boh@essexma.org. In addition to helping your neighbors, you will have a good time and meet some great people. You don't have to have a medical background or be a specialist; just the desire to help your community.

BOH meetings are scheduled for the second and fourth Thursday of the month. The public is welcome to attend these meetings. If you would like to discuss an issue, please call our office in advance to be placed on the agenda.

Respectfully Submitted,
Dr. David Driscoll, Chairman

BOARD OF PUBLIC WORKS

Once again 2011 was an extremely busy and challenging year for the Department of Public Works. The entire staff continues to meet these issues and does “whatever it takes” to get the job done. With all our responsibilities it is impossible to do everything all the time. We strive to find the proper balance through effort, efficiency, prioritizing and team work.

The Transfer Station continues to run smoothly with Town personnel and Covanta employees. 1294 tons of refuse and 377 tons of various recyclables were brought to the facility. This is a 26 ton increase in refuse and 28 ton decrease in recycling. Personnel installed more signage to encourage recycling more. We strongly urge this of residents for many reasons including environmental and costs. The Town of Essex has been paying Covanta well below market pricing with our trash. When the contract expires in January 2013 this rate will increase substantially, closer to what most communities are paying now. We are in the process of working out the details with the Board of Selectmen and Covanta for a new contract, pending Annual Town Meeting approval. Simply put, more recycling means more savings. 90 residents utilized the Town’s annual Hazardous Waste Day.

There were 27 internments at the Spring Street Cemetery this past year. Many of these were during the heavy snowfall of the winter. The entire staff did an excellent job performing these duties during this difficult time. Full and part time staff also mowed and trimmed the grounds at both cemeteries. We also repaired, raised or straightened many stones requiring this work. Single grave lots are becoming more in demand. In 2012 we plan to map out a single grave section only at the cemetery since there are very few remaining. We are very excited that, per town meeting approval, we will use Community Preservation funds to repair many monuments in the ancient cemetery that are in desperate need of this work.

The Highway Department performed all of our annual procedures. Some of these are: vehicle/equipment maintenance, roadside grading, mowing and brush cutting, asphalt repairs, drainage installation and repair, catch basin repairs and inspections, trash removal, transfer station procedures, grounds maintenance on all parks and public grounds, tree work, and many other associated tasks. The department also offered two brush drop-off days for all residents. This was possible due to the purchase of a new chipper last year. We also assisted with many town events such as, The Clamfest, Essex River Day, etc.

We have postponed our sidewalk extension project on Western Avenue simply because of costs and other needs. Also due to costs and other variables our proposed downtown improvement project will not be done. Town forces will remove and replace the sidewalk from Pickering Street to Main Street in 2012. This will improve the area but will not be the best remedy. We spent \$31,640.16 in Chapter 90 funds in 2011. \$15,061.66 for the first year lease payment of a sorely needed new one ton dump truck and \$16,578.50 for guardrail replacement on Southern Avenue. In total the Town replaced 1031.5 feet of guardrail, mostly on Southern Avenue, at a cost of \$23,689.50. The difference was funded with Town funds. The Department of Public Works staff removes and disposes of old guardrail to save on cost. In the future, most Chapter 90 funds will be used to overlay much of Southern Avenue and other road maintenance.

Mass DOT performed three bridge inspections for the town at no cost. These were for the bridges on Pond Street, Apple Street and Landing Road. All three bridges were in generally good condition. Some minor suggestive work was mentioned. Town forces have already repaired some of this, such as improved wing walls on the Pond Street Bridge.

Highway Department personnel also worked with outside contractors to repair a collapsed wall on Apple Street, repair 100 foot section of sea wall at Conomo Point, sweep sidewalks and streets, traffic line and crosswalk painting and catch basin cleaning, as well as improving drainage in the outfield of Memorial Field.

Public Works employees spent much of the summer removing and replacing most of the sidewalk on Winthrop Street. This is a vast improvement and makes this area better for pedestrians and children walking to school. The improvements to the majority of Southern Avenue sidewalks last year and the new sidewalks on the causeway done by Mass DOT this year were very much needed. The Winthrop Street work shows more efforts in improving our sidewalks in town.

Of course we all remember the winter of 2011. The amount of snowfall was significant, about twice our annual average. What made this so difficult to deal with was most of this fell during a five week span with no melting in between. The staff did an excellent job with plowing, de-icing and snow removal procedures. The Town's wing plow was used more than ever to keep the roads plowable for the smaller trucks, our mini-loader, aka "Wacker", was a huge help with snow blowing of sidewalks. We are very effective and efficient with what we have for equipment and personnel. Please remember we simply cannot be everywhere at once, and at times, mother nature, equipment failure, and employee safety will also play a role in procedures.

Much effort was put in by administrative staff for receiving FEMA/MEMA funds for the January 11-13, 2011 snow storm. We were able to receive \$26,427.53 in reimbursement from expenses incurred during that event.

The Town's sewer collection system continues to add on increased work load to the staff. Looking on the positive side, the sewer project, with all the paving work, has left the roads in very good condition. This allows us to spend time and money on other projects that simply would not be done if this funding was needed more for roads. For example, guard rail replacement, Winthrop Street sidewalk, purchase of brush chipper, etc., would not be possible without the sewer project paving work done at its conclusion.

Essex residents flowed 27,559,638 gallons of wastewater to Gloucester for treatment. Grinder pumps continue to be an expensive maintenance problem. This is mostly attributed to homeowner improper disposal methods (clogs) or electrical issues. There were 94 emergency calls for grinder pumps, many after hours. In a cost saving effort we have been replacing grinder pumps in need with ones already in a tank being unused. Warranties are expired and this saves costs of a new one that may sit on the shelf. Proper documentation is used and all homeowners with a "borrowed" pump that need one when they connect will be provided one. We have replaced four duplex pump float systems with a retro-pac, trying to save on maintenance issues. So far the results have been positive.

The two largest lift stations, number 1 and number 4 had pumps clogged twice. A crane was hired to lift pumps out and unclog the pumps. Daily flow monitoring allows us to see flow fluctuation that may be a clog. Hiring this service is very expensive but a much better alternative than a ruined pump. All lift stations were pumped, drained and cleaned to help prevent this. The staff repaired a leak in the 2" pressure line on Scotts Way. We found two Infiltration and Inflow leaks with our camera. Both have been dealt with accordingly. We also had our outside contractor, Weston and Sampson assist with a leak in the wet well at Station #4 as well as clogged pumps at stations. Along with these tasks the staff continually performs; daily flow monitoring, grinder pump inspections/repairs, manhole inspections, Vactor work, jetting of lines, emergency calls, chemical addition, generator O&M, etc.

In 2011, 72,723,200 gallons of potable water flowed from the Water Treatment Plant for consumption. The treatment portion of our operation ensures safe drinking water 24-7-365. Many tasks are performed routinely by qualified, licensed operators. Some of these are: daily lab analysis, monthly/quarterly EPA/DEP mandated water quality testing, chemical additions and adjustments, annual plant maintenance, etc. All testing results were within EPA/DEP drinking water standards.

We had well #2 and well #3 cleaned. The roof at well #3 was leaking and was replaced. The filtration plant is showing signs of being 30 years old. Many portions of the treatment plant process have been or will need to be upgraded soon. This may be instrumentation, chemical feed pumps, treatment processes, etc. Although showing signs of aging, our annual upkeep has been pivotal in preventative maintenance and keeping potential problems at a minimum.

Maintenance in the distribution system is also an essential part of a town's water operation. This year the staff repaired a water main leak on Pickering Street. There were also four service leaks in town repaired by town personnel. We installed 100 new "drive by" meter reading transpondits. Town employees frequently were called upon during the Mass Department of Transportation's Route 133 Project to assist with water/sewer infrastructure issues. For example the hydrant in front of Periwinkles Restaurant was replaced.

Many other annual tasks were performed in the distribution system including, but not limited too; hydrant flushing, hydrant repair on John Wise Ave, general hydrant maintenance (trimming, snow removal, painting, anti-freeze, snow stakes), seasonal water on – off, dig safe mark outs, gate valve exercising/cleaning, and sampling.

The office staff continues to multi task and is vital to the operations of all DPW departments. Some of the enormous list of routine tasks are, quarterly water/sewer billing (and receiving payments), selling of Transfer Station and recycling stickers, too many to mention monthly/quarterly and annual reports, answering the phone, payroll, personnel documentation, regulatory compliance, budget and capital preparation, reconciliation of finances, and many, many others.

The entire Public Works staff continually strives to perform all of our multi daily tasks as efficiently and effectively as possible. Many times these "routine" tasks are interrupted by emergencies or "surprises" that need immediate attention. All staff has shown on numerous

occasions that through proper effort, communication, prioritizing and team work that even in difficult times we can have a positive result. In closing we would like to thank the many contractors, residents, boards, and other town employees who assist this department in many ways that do not go unnoticed.

Respectfully Submitted,
Scott Dewitt, Chairman;
Paul Rullo,
Brian Feener
Essex DPW Commissioners

BUILDING INSPECTOR

A total of 132 permits were issued in 2011. The following is a breakdown of the number and description of permits issued:

10	-Addition	9	-Insulation/Weatherization
1	-Add Bathroom	7	-New Dwelling
1	-Canopy	2	-Other New Building
2	-Cellular Cabinet	2	-Pool
1	-Chimney	1	-Porch
3	-Deck	11	-Remodel/Renovation
6	-Demolition	39	-Repair/Replacement
1	-Fence	14	-Roof
2	-Finish Basement/2 nd Floor	7	-Shed
3	-Fire Escape/Stairs/Ramp	2	-Sign
2	-Foundation	1	-Tent
3	-Garage/Barn	2	-Wood Stove

The hours for the Building Inspector are from 5:00 p.m. to 7:00 p.m., Wednesday evenings. Hours for the Assistant Building Inspector are from 7:30 a.m. to 8:30 a.m., Monday mornings. Building Permit Applications and Wood Stove Applications are available on the Town Website or can be picked up during regular business hours at the Town Hall, Monday through Thursday. Guidelines for permit procedures are available at the Building Inspector's office in the Town Hall, as well as on the Website.

Please note that should anyone have issues with accessibility to the Town Hall, they need only give me a call at 978-768-2514 (or 978-768-6531) so that I can make special arrangements to meet with them.

Respectfully submitted,
William Sanborn, Building Inspector

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) met for the first time in November of 2008. Essex approved the Community Preservation Act at the Annual Town Meeting on May 14, 2007 and at the Town Election of May 14, 2007. The .05% surcharge on local Real Estate Taxes went into effect with the start of the Fiscal Year 2008, on July 1, 2007 and represents the Town's contribution to the local CPA fund. The second source of funding is from the State Matching fund collected from a \$20.00 fee on Real Estate transactions statewide.

The CPC was formed to study and recommend to the Town how Essex's CPA revenue should be spent. 10% of the annual fund must be allocated to each of the following areas: open space, historical preservation, and affordable housing. Up to 5% of the annual funds can be spent on administrative and operating expenses of the CPC. The remaining 65% of the annual funds can be spent in any of the previously defined areas and in addition, for public recreation. The final acceptance of any recommendation by the CPC for allocations and spending in each of the four areas must be approved by the citizens of Essex at a Town Meeting.

Specific guidelines established by the CPA ascertain which type of projects can be funded in each of the four categories. Community Preservation in Essex is a public process. All citizens are encouraged to contribute their ideas for projects.

May 2011 Annual Town meeting authorized expenditure of historic preservation funds for repairs/restoration of damaged monuments in the ancient cemetery. Paul Goodwin volunteered to spearhead the procurement effort for the project, currently underway.

Please feel free to attend a meeting to discuss your project ideas. Project ideas can also be sent via mail to the CPC at Town Hall. The CPC meetings are posted at Town Hall.

During the course of the year the following members have retired

Virginia Boutchie, Town Treasurer/Tax collector (
Paul Goodwin, Department of Public Works
Diane Polley, Affordable Housing
Kurt Wilhelm, Historic Preservation

Respectfully Submitted,

Kimberly Drake, Planning Board (Chair)
Vickie Cataldo, Ad Hoc member (Secretary)
Wallace Bruce, Conservation Commission
Mike Galli, Department of Public Works
Richard Ross, Finance Committee
Richard Stevens, Historic Preservation
(Vacant), Affordable Housing

CONSERVATION COMMISSION

The following summarizes the Commission's hearings and business for FY2011:

- The Commission held hearings on eight Notices of Intent filed for various projects including, but not limited to, additions, upgraded septic systems and new construction.
- The Commission held hearings on twelve Requests for Determinations of Applicability for various projects including, but not limited to, additions, construction of sheds, installation of new septic systems and landscaping.
- The Commission issued a number of Certificates of Compliance to close out completed work. In addition, the Commission has been contacting applicants with outstanding Orders of Condition to facilitate the issuance of Certificates of Compliance to clear titles.
- The Commission continued to oversee work done to resolve an Enforcement Order issued the previous year.
- Numerous building applications were reviewed by the Commission's Agent.
- The Commission had numerous scheduled discussions pertaining to projects which might be affected by the Wetlands regulations or the Rivers Act.
- The Commission worked together with the DPW on a number of issues relating to Wetlands concerns.
- The Commission worked with the Town to facilitate the clean-up of the Alewife Brook.
- Work began to reorganize the filing system for projects reviewed by the Commission to allow for easier access to information by property address.

The Commission members and staff continue to work diligently improving our understanding of, interpreting and applying, the Wetland and Rivers Act for the protection of the valuable resources within the Town of Essex.

Respectfully submitted,
ESSEX CONSERVATION COMMISSION

Wallace Bruce, Chairman

Commissioners: Joseph Ahearn, Robert Brophy, Philip Caponigro,
Elisabeth Frye, James Rynkowski, Shirley Singleton

Staff: James M. Hankin, Agent
Deborah Cunningham, Administrative Clerk

COUNCIL ON AGING

On August 24th, we had the opportunity to broadcast on Cape Ann Television with a spotlight interview on the Essex Council On Aging. We had recently learned that we who are "over 60" make up more than a third of the Essex population. We operate largely through very generous volunteers who care for and support their friends and neighbors. The Senior Center at 17 Pickering Street holds 71 on the main floor and 88 on the upper floor and is a valued resource. The Center became an "Area of Refuge" during winter's cold and summer's heat. This has been activated

through the Code RED system's "Reverse 911" operated through the Fire and Police Departments. We are now participating with the Cape Ann Emergency Planning Team and especially the sheltering efforts with the local Fire, Health, and Red Cross organizations.

We continue improving the Center itself with added handicap parking, an automatic defibrillator, and are in the final stages of adding a 35 Kw emergency generator with an automatic transfer switch at minimal cost. The small bus we operate has been recently enhanced with the addition of a few dedicated "paid" part time drivers to supplement those of us who volunteer to provide this service after extensive training in First Aid, CPR, AED, and Senior Sensitivity. Guidelines are published in our "Echo" newsletter of the how's and why's of this service, but it includes doctor's/clinical appointments, grocery shopping, and many cultural trips to museums and points of interest. This is often a very pleasurable opportunity to listen with interest to the tales shared by many of our neighbors of the history of our town and the many interesting stories over the last century. Sadly David Elwell, former board member, was one of several special residents who passed away this year.

Other activities at the Senior Center are the Gent's Breakfast, the many exercise programs, health clinics, a podiatrist, hair dresser, nails, the Past Times historical discussions, and frequent luncheon activities. There are gatherings like the "Sew and Sew" and the Knitters. Many local businesses have generously supported us so the Clam Fest, annual trip "Down River" or the "Volunteer Recognition Luncheon" allow us to gather together. We also work with many of the church, civic, and other town departments to support the seniors in town and share many important emergency contacts through our portion of the Town Web Site. We also try to supplement our van with other services like CATA, GLSS, and Senior Care's RSVP for transportation.

The Essex County Sheriff's Department supports us through the TRIAD organization. We also coordinate available services for food shelters, flu and health clinics. We recently received a generous donation of the 61-inch Home Theater Television and VCR which we supplemented with a DVD player and free government Comcast hookup for mid-day and evening film gatherings. Grant funding supports most of our activities and through "The Club" and "The Friends" many exercise programs (yoga, line dancing, exercise, fit futures, etc.) are being provided.

It is acknowledged that the Town of Essex enjoys the many benefits of volunteers and offers programs on par with many neighboring communities to our over 1000 potential members with little tax payer funded support in contrast to these same communities. We hope you have the opportunity to utilize many of our ever expanding programs in the future.

Respectfully submitted,
Keith Symmes, Chairman

ELECTRICAL INSPECTOR

In 2011 a total of 79 electrical permits were issued:

New Homes (complete wiring).....	9	Remodeling and wiring updates.....	19
New Pre-Fabricated Homes.....	2	Additions.....	3
New Services.....	12	Underground Services.....	2
Temporary Services.....	0	Commercial remodeling.....	4
Garages/Barns.....	4	Swimming Pools.....	2
Security/Fire Alarms.....	12	Septic Systems.....	4
Generators.....	6	Cell Tower.....	0

Electrical permits must be obtained before any electrical work begins and no work shall be covered until an inspection is made. All electrical work must meet the requirements of the Massachusetts Electrical Code. The Electrical Inspector has 24 hours for exterior excavations and 72 hours for interior installations after proper notice to the Inspector. This excludes Saturdays, Sundays and holidays per the Massachusetts Electrical Code.

Certificates of insurance liability must accompany permit applications and, as required by the Department of Industrial Accidents, signed affidavits and/or a Certificate of Workers' Comp Insurance as per M.G.L. Chapter 152, § 25 must also be provided by the contractor prior to the issuance of a permit.

Permit applications are available in the Town Hall during regular business hours Monday through Thursday.

Inspections are done on Tuesday and Thursday of each week. Please call 978-768-2514 to request an inspection or to leave a message for the Electrical Inspector.

Respectfully submitted,
Ramie Reader, Electrical Inspector

ESSEX CULTURAL COUNCIL

During 2011, the Essex Cultural Council received and disbursed \$3,870.00 from the Massachusetts Cultural Council. The Massachusetts Cultural Council is a State agency that promotes excellence, access, education, and diversity in the arts, humanities, and interpretive sciences to improve the quality of life for all Massachusetts residents and contribute to the economic vitality of our communities.

In keeping with MCC guidelines, eight grants were funded:

T.O.H.P. Burnham Public Library – “World of Music” Program
T.O.H.P. Burnham Public Library – Aquarium Passes

Cape Ann Television – After School Program
Essex Shipbuilding Museum – April Vacation Program
Essex Elementary School – “Folk Songs, A Study in Form, Heritage, and the Sea”
Essex Elementary School – Odds Bodkin”, Story Teller
Manchester Essex Middle School – Humanities Week
Sawyer Free Library – “Follow the Thread”, Textile Workers’ Display

Individuals and organizations who would like to bring enriching programs to our community for FY2013 can submit grant applications to the Council by October 15, 2012. Please check our local criteria at: <https://www.mass-culture.org/lcc>.

We encourage and welcome new members. For information, contact Chairperson Peggy Duff, 978-768-6706.

Respectfully submitted,
Peggy Duff, Chair; Kim Pederson; Lisa
Lunnen; Katrina Haskell; Gail Pepe; and
Jenny Harkness

ESSEX HISTORICAL COMMISSION

During 2011, the Essex Historical Commission authored and presented the Demolition Delay/Review By-Law which was then voted on and passed at the May Town Meeting. It is our hope that this By-Law will prevent structures that are deemed "preferably preserved" from being demolished. This is a significant tool, used by other communities, as a way to help save historical assets. Although this four (4) month delay will not prevent demolition, it will give us time to evaluate a possible alternative and document the historical importance of the structure.

The EHC, in conjunction with the DPW, was successful in its request to procure CPA funds to repair 75 broken or fallen grave markers at "the Old Graveyard". We also prepared pricing estimates for the repair and restoration of the Spring Street Cemetery cast iron fence and gate. This project will be presented to the Community Preservation Committee ["CPC"] for funding approval in 2012.

The EHC submitted a request to the CPC for a Historic Properties Survey Plan. This Survey Plan would give the Town of Essex an accurate listing and brief history of all structures 100 years old and older, which will help us in our evaluation and identification of important historical properties. The CPC voted to postpone making a decision on this request to allow time for more information to be gathered.

The members of the EHC would like to take this opportunity to thank Kurt Wilhelm, our outgoing Chairman, for his contribution and service to the Commission.

The EHC meetings are schedule on the third Friday of each month. We encourage the public to attend these meetings. If you would like to discuss an issue, please call the Town Clerk, in advance, to be placed on the Agenda.

Respectfully submitted,
Richard Stevens, Chair

FIRE DEPARTMENT

The Essex Fire Department is made up of 49 on call Firefighters and EMT's who respond to both fire and medical emergencies in the Town of Essex. In 2011 Deputy Chief Paul Doucette retired after over 40 years of dedicated service to the department and town and Captain Timothy Lane was appointed Deputy Chief to replace him. Bob Cavender and Mike Lattanzi were appointed to the department. The department made 270 fire calls and 273 ambulance calls for a total of 543 calls during 2011. In addition, Fire Inspector Lt. David Thompson completed 52 residential fire inspections as well as the quarterly commercial inspections of town buildings and local businesses. Lt. Thompson was also instrumental in having Essex listed as a fire safe community with the National Fire Protection Association (NFPA).

The Department purchased with available 2011 budget funds and a contribution from the Essex Fire Company a used Squad truck from the Town of Lynnfield. This 1992 GMC with a utility body is equipped with a 500 gallon per minute pump/ 300 gallons of water and replaces an aged 1968 vehicle. Ladder 1 which is a 1984 Mack chassis with a 1962 remounted 75 foot aerial, passed its aerial certification, but the steel body/compartments of the vehicle, have deteriorated and exhibits major rust/rot causing us to explore a financially responsible way to replace the aging vehicle. The lack of adequate sized apparatus bays/ doors greatly limits our options for finding a used option. Building maintenance continues to be an ongoing challenge. The fire station needs a new roof and other maintenance projects must be addressed. In light of this, we continue to pursue building replacement possibilities and options.

Members of the Essex Fire Department completed various training classes. Chief Doucette attended Town Building Committee, Town Safety Committee, Fire Prevention, Cape Ann Emergency Planning, Regional Communication Center and Essex County Fire Chiefs meetings. School Safety Meetings were attended and fire drills conducted to ensure the safety of our children. Firefighters Ed Neal and Peter Nich both attended a rigorous six month Fire Fighter Recruit Class through the Massachusetts Fire Academy. They achieved their Firefighter I and Firefighter II Certification.

Some of the two thousand eleven training initiatives include:

CPR and EMT Training	Emergency Vehicle Operator Class (EVOC)
Rapid Intervention Training	Self-Contained Breathing Apparatus (SCBA) Training
Pump Training	Massachusetts Fire Academy (MFA) Classes
Protective Equipment Class	Water and Ice Rescue Training
Boom Training	Safety Officer Course
Mass Code Update Classes	Mobile Decontamination Unit (MDU) Training

Once again, the Board of Engineers wishes to thank all Firefighter and EMTs for their dedicated service to the Town of Essex. We also would like to thank the Dispatchers and the Police Department for their professional manner in handling emergency calls and Lyons Ambulance Service for providing us with Advanced Life Support (ALS).

Respectfully Submitted,
Chief Daniel Doucette
Deputy Chief Ramie Reader
Deputy Chief Timothy Lane
Board of Engineers

HARBORMASTER

During the year 2011, the Assistant Harbormasters were busy once again dealing with a variety of calls for service and general complaints throughout the season. We responded to many reports of boats disabled due to mechanical or fuel related problems, and we continued to get multiple reports of wake violators near the marinas, as well as throughout the Essex River. We have begun to focus on repeat offenders as well as enforcement of these violators for the protection of boater's safety, property, and for ecological purposes with the eroding marsh.

Our department responded to multiple groundings of vessels due to tidal conditions as well as several vessels which broke free from their moorings. Our staff responded to a large sailboat which ended up on the rocks of Cross Island which caused minor damage to the hull. No injuries were reported in that incident.

On March 6, 2011, waterfront communities were notified that the town of Hooksett, NH reported that millions of 2 inch flat white plastic disks were released into the Merrimack River from the Hooksett wastewater treatment facility following heavy rainstorms. The disks began washing ashore throughout our area and far beyond, and showed some bacteria, but at ranges that do not exceed levels of concern. Although the disks showed either no, or low levels of bacteria, as a precaution MassDEP and Massachusetts Department of Public Health (MDPH) advised that residents should avoid contact with the disks unless taking proper precautions such as gloves. A cleanup effort was organized and the disks were collected when reported. This incident was evident through the boating season for the Police and Harbormaster departments responding to reports of disks found.

During the beginning of August, our department assisted the Board of Health with setting up a safety zone on Chebacco Lake during the Children's Triathlon event at Centennial Grove. The event was very successful and no issues were reported. As the Essex Harbormaster, I have had numerous requests for patrols and department visibility on Chebacco Lake. I conducted several patrols on the lake and agree with those who have requested our resources there. I observed a high volume of boating traffic, water skiing, and swimmers. As funding permits, it is my goal to increase safety patrols on Chebacco Lake.

I was very fortunate to acquire a used 15 foot Boston Whaler which was donated to our department from the Massachusetts Environmental Police. Acquiring this vessel was very difficult, but thanks in part to the assistance of Senator Bruce Tarr for making this happen. This vessel will replace the larger Eastern patrol boat which needed to be taken out of service due to its condition, and disposed of through public auction. The Whaler was equipped with an older outboard motor which needs replacement. I will be looking at replacing that with the already established waterway funds. Because of its small size, this Boston Whaler will be a backup vessel and an invaluable tool to us for patrols on the lake, or in situations down river where a shallow draft vessel is needed. The main larger patrol boat is also a Boston Whaler, which was also donated to us, has served our town well. Although the vessel continues to function, the vessel has been showing serious signs of water infiltration to the inner hull. I will be monitoring this situation and making a determination of its future serviceability in the near future.

The past efforts to provide lighted buoys throughout the river were problematic in past years due to vandalism and sub quality lighting devices. I am very pleased to say that we have purchased several premium quality lights and affixed them to select buoys with great success. Our mission is to provide the best assistance to boaters who travel the river in low light conditions to ensure their safety. So far this past year, we reached the goal, and the feedback was incredible. We hope to continue to provide these lighting devices to the public provided that everyone uses care with them.

During 2011, our department received several reports of thefts of boating equipment, as well as vandalism to boats in the mooring fields. Our department worked in coordination with the police department during the evening and late hours to take immediate action to stop this activity and to identify the perpetrators. Our continued focus will be on prevention and apprehension of those responsible.

The Assistant Harbormasters were busy in the basin during the historic Launching of Harold Burnham's SV "Ardelle". The event was attended by an estimated 2500 people, and the service of our Assistant Harbormasters providing water safety during this event went flawlessly.

I would like to thank Mary Elinor Dagle for her diligence and patience organizing the mooring stickers, waiting list, etc. prior to the boating season. Her assistance is greatly appreciated. I also want to thank Deputy Harbormaster Barry DuMoulin for organizing schedules, leading training, and for managing the host of mooring issues that arise throughout the season. His guidance and assistance is second to none. I commend all of our Assistant Harbormasters who continue provide such a great level of service to the community while on duty, and who make themselves available at short notice in times of emergencies.

I am equally grateful for the assistance of Town Administrator Brendhan Zubricki when needed and the support that the Essex Board of Selectmen has given to me while I serve as the Essex Harbormaster. I look forward to the upcoming boating season, and encourage all boaters to keep safety in mind while on the water. We look forward to serving you because we are "Committed to the Community".

Respectfully submitted,
Chief Peter G. Silva

T.O.H.P. BURNHAM PUBLIC LIBRARY

The T.O.H.P. Burnham Library continues to serve the community and beyond with assorted materials, programs and as meeting space.

The library's membership with the Merrimack Valley Library Consortium (MVLC) enhances our small library, allowing patrons to borrow materials from any library in the state, academic and public. Early in 2011 in a technology move designed to improve services to library users while cutting taxpayer costs, the T.O.H.P. Burnham Library, a member MVLC, moved its library catalog and circulation system to Evergreen, an open-source integrated library system used by hundreds of libraries nationwide and in Canada. The move was part of a larger project that will see MVLC, along with two other Massachusetts' library consortia, NOBLE and C/WMars, move to Evergreen in 2012. Many new enhancements, a few glitches, and constant updating create a better user friendly system. Library statistics for 2011 are as follows: Items checked out; 35,291; requests placed; 17,427, registered in-town patrons; 1939.

This technology move went hand in hand with the reconfiguring of the library circulation desk. When the handicap ramp and door were previously relocated, the circulation desk was not moved to accommodate the new entry. The Friends of the Library endorsed a move of the circulation desk, basically flipping the space, and what a difference it made! The librarian painted the walls and doors for a fresh look. The circulation counter is longer, an additional computer was added, and two egresses were created. Patrons comment that the space is bigger but are assured that it's an illusion.

The Friends of the Library continue to grow in membership and their support is invaluable to the library. The library is able to offer new and reoccurring programs such as; a six week magic instruction course, game nights, teen nights, summer reading with root beer floats(record number of 140 participants), and museum passes to name some. The Friends annual appeal was graciously received by Essex residents with record donations, an indication of the importance of the library in our community. Thank you!

The Library Trustees and the director completed the long range plan for the library and, after many hours of compilation, it was submitted to the state. This plan allows the library to be eligible for state grants, as well as a base for growth. The affirmative vote at town meeting to allow the library to apply for renovation or building grants is now on file. The director and a trustee are members of the Town Building Committee and have attended many meetings on the municipal buildings.

The public library and the school libraries continue to collaborate. Children walk to the library in many of the grades to learn about summer reading, and receive their first library card. High school students have earned community service hours by volunteering at the library, always happy to welcome them back.

The library applies for Mass Cultural Council Grants each year to supplement programming at the library. The Essex Cultural Council, a division of the Mass Cultural Council, has granted Museum of Science passes, Aquarium passes, and supplemental summer reading programs.

The library would like to thank Brendhan Zubricki for his computer assistance .The library has 3 patron computers, 1 catalog computer, 2 circulation desk computers, 2 staff computers and 4 printers. While most of the time they work without interruption, when they don't he is always there to help diagnose and guide.

The T.O.H.P. Burnham Library is here for the residents of Essex. It continues to evolve, with assistance from The Board of Library Trustees, The Friends of the Library and the generous support of our library community.

Respectfully submitted,
Deborah M. French

THE LONG TERM PLANNING COMMITTEE

The Long Term Planning Committee (LTPC) is charged with “clarifying a long-term vision and strategy for the Town while embracing the Town's history and culture”. Our work during 2011 has been focused on two fronts. The first is follow-up work on the revitalization of the core downtown and Causeway area, as laid out in the 2010 “Village Initiative” report, aiming at a balance of thoughtful residential and business development, along with preservation of cultural, natural, historic, and recreational resources. In the aftermath of the MassHighway project to rebuild Route 133, we continued work on design and operational features of a downtown that works best for all our citizens.

The LTPC is also focused on the development of a “Preservation Plan” that responds to the strong desire to preserve the character of the Town, as expressed by Essex citizens in a detailed survey conducted in summer 2010. The Plan will present a strategy for protection of open space and recreational, cultural and historic assets.

The LTPC's voting members are Lisa O'Donnell, Robert Coviello, Michael Dyer (chair), Michael French, Edwin Howard, Peter Kellerman, Susan Lufkin, Eamon McGilligan, Andrew St. John, Leslie Burns, Eric Gjerde, and Richard Stevens. Ex-officio members are Peter Silva (Chief of Police) and Wallace Bruce (Conservation Commission).

We intend to continue our outreach to other Town boards and committees, and also to welcome the ideas and participation of all Essexites.

Respectfully submitted,
Michael Dyer, Chairman

METROPOLITAN AREA PLANNING COUNCIL: NORTH SHORE TASK FORCE

Beverly, Danvers, Essex, Hamilton, Gloucester, Ipswich, Manchester by the Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield and Wenham

During 2011, the North Shore Task Force took part in a variety of activities, including:

- Holding a workshop that detailed Massachusetts' long range transportation financing outlook.
- Conducting an MAPC Services forum showing how communities can receive technical assistance and coordination of energy projects through MAPC.
- Implemented further discussion and implementation strategies for the North Shore, six town Regional Development, Open space and Transportation Grant funded by the Executive Office of Housing and Economic Development. The six towns involved in the grant were Beverly, Danvers, Ipswich, Hamilton, Salem and Wenham. The grant helped participating communities become aware of overall North Shore community development issues and serves as a precursor for more regional development collaboration under MetroFuture and the Sustainable Communities Program.
- Partnering with the Massachusetts Emergency Management (MEMA) staff to conduct a regional workshop on how to plan for, draft and implement Natural Hazard Mitigation Plans, as well as how to effectively use the plan to submit successful hazard grant mitigation applications to the Federal Emergency Management Agency (FEMA).
- Reviewing and offering input into a variety of regional transportation programs, including the Transportation Improvement Program, the Unified Planning and Work Program, and the Regional Transportation Plan, as well as opportunities to participate in Transportation Demand Management and Suburban Mobility programs.
- Hearing a presentation on the Regional North Shore Services Project. Eight communities — Peabody, Salem, Danvers, Marblehead, Swampscott, Nahant, Lynn and Beverly — have formed the North Shore Regional Public Health Program. The collaboration will enhance and supplement existing public health services, and it will allow for more preventative programs as communities seek to share services and information.
- Participating in part one of a series of workshops co-sponsored by MA Coastal Management, and the Massachusetts Bays Program on measuring and adapting to sea level rise on the North Shore.
- Hearing a presentation on the Essex County Scenic Byway final Corridor Management Plan by the Essex National Heritage Commission.

- Identifying ongoing North Shore planning and community development issues through Community Exchange, in which local planners and decision makers share key issues or developments with fellow NSTF attendees.
- Receiving an update on the EPA funded Brownfields Assessment and Re-use Planning grant in Peabody and Salem. MAPC is facilitating this grant which is helping to accurately assess Brownfield sites in both communities while involving property owners in remediation opportunities and re-use planning in each city.

OPEN SPACE COMMITTEE

The Essex Open Space Committee's mission is to preserve the rich variety of landscapes in our community that have significant scenic, historic, and/or ecological value, for passive public use, recreational enjoyment, and for natural undisturbed wildlife habitat.

Last year, the Open Space Committee was pleased to participate in a successful endeavor to rededicate the Centennial Grove Nature Trail as the *Sally Soucy Nature Trail* at Centennial Grove. This trail was created in 1999 by the Open Space Committee which has taken informal responsibility for its maintenance.

To promote awareness of the many other short walks in Essex – into the woods and along the shore – the Open Space Committee is nearing completion of an informational brochure for distribution to citizens and visitors alike. It will include a description of almost a dozen trails, listing predominant features, approximate length, directions and parking details. We now expect the final brochure to be available in the Spring of 2012.

The Open Space Committee is working to ensure that the Town of Essex is well positioned to advocate effectively on behalf of open space, natural land and conservation, for the benefit of all. We welcome new members and associates, and encourage anyone interested in finding out more to contact Julie Scofield (978-768-7852); jmscofield@comcast.net.

Respectfully submitted,
Julie Scofield Chair, Maria Burnham, Leslie Burns,
Tamson Gardner, Lysa Leland

PERSONNEL BOARD

The Personnel Board continues to be comprised of the Selectmen (since early fiscal year 2010). Highlights of the major Personnel Board actions taken over the past fiscal year include the following:

- The setting of the Wage & Salary scale prior to last year's Annual Town meeting.

- The market-rate adjustment of the annual compensation for the Building Inspector and his Assistant (adjustments to be made over a two-year period).

We would like to thank former Selectman Randall for his participation in Personnel Board matters during his tenure. We look forward to serving the Town in the coming year.

Respectfully submitted,
 Jeffrey D. Jones, Chairman
 Lisa J. O'Donnell
 Susan Gould-Coviello

PLANNING BOARD

The Planning Board consists of seven (7) members, who are elected for either two or four year terms. In the period from January 1, 2011 to January 1, 2012 the Planning Board held twenty-one (21) regular meetings, one public hearing and one continuation of a public hearing. The Board did not meet in executive session during this year.

In May 2011, Scottie Robinson retired from the Planning Board at the end of her term after serving for multiple terms over the years. Scottie was an asset to the Planning Board due to her dedication and leadership.

Corey Jackson was elected to the Planning Board and is expected to serve a two year term.

In 2010 Bill French had been appointed by the Selectmen to fill a seat that had been unexpectedly vacated. In 2011 Bill French was elected as a member of the Planning Board for a five year term.

The Planning Board unanimously approved the appointment of Westley Burnham as Chair, Kimberly Drake as Vice-Chair, Corey Jackson as Clerk and Bill French as Vice-Clerk.

During the past year, the Board Members attended joint meetings of the Board of Selectmen and also participated in other Essex Committees including the Town Building Committee, the Centennial Grove Committee, the Long Range Planning Committee, The Community Preservation Committee, and the Conomo Point Planning Committee.

At the 2011 Town Meeting the necessary majority of citizens voted in favor of an Article to include an Open Space Residential Design Bylaw and an Article to incorporate a Southern Conomo Point Zoning District.

The Planning Board Reviewed:

- 18 Building Permit Applications
- 2 ANR (Approval Not Required) Plans and Applications
- 1 Application for a modification to an ANR
- 1 Application to amend a Site Plan Review Decision

- The continuations of the Public Hearing for the Definitive Subdivision Plan Application for TBD Essex Park Drive which was continued to 2012
- The Southern Conomo Point Zoning Preliminary Plan Application which was approved on July 20, 2011
- The Southern Conomo Point Zoning Definitive Plan Application, public hearing for which was opened on October 19th and closed on November 2nd, final approval with modifications issued January 4th 2012.

The Planning Board also conducted one Site Walk this year in October for the Southern Conomo Point Zoning District Definitive Plan Application.

Building Applications before the Planning Board included building additions, alterations, and the demolition and replaced of various structures.

All meetings are open to the public and we welcome and value your participation. The Planning Board meets regularly on the first and third Wednesdays of each month. Meetings are typically held at the T.O.H.P. Burnham Library and begin at 7:30 p.m. Meeting dates are posted on the Planning Board web page and with the Town Clerk at Town Hall.

Respectfully submitted,
Westley Burnham, Chair

PLUMBING & GAS INSPECTOR

One hundred and fifty-five plumbing and gas permits were issued in 2011:

- seventy plumbing permits and
- eighty-five gas permits.

Please contact the Board of Health office at 978-768-7614 to schedule plumbing & gas inspections.

Respectfully submitted,
Richard Corriere

POLICE DEPARTMENT

The Police Department was very active during the year 2011. We continued to provide directed patrols in key areas on most shifts, and focused on motor vehicle infractions which we received complaints about. I instituted this program a couple of years ago as a two-fold approach to address citizen complaints about traffic, as well as a measure to reduce mileage and fuel in one of the cruisers every shift to reduce costs. Although we have been focusing on reducing budgets, we must ensure that safety is paramount for all of our officers as we have had to adapt to doing more with less, while still providing effective public safety. I am pleased that every officer has challenged themselves to go above and beyond for the residents of Essex.

Our department has continued to respond to, and to provide guidance and assistance for a high number of domestic issues. With the recent addition of "Harassment Prevention Orders" in Massachusetts, the required services of our officers have considerably increased. We continue to partner with court personnel, the District Attorney Jonathan Blodgett's office, and advocacy groups to focus on high risk cases within our community. Officer Robert Gilardi represents our agency within the group, while managing the department criminal cases while assigned as our Court Officer.

Sergeant Paul Francis has been diligently working on the continuing process of Certification. This has been a major goal of mine for the past couple of years. Police Certification is a state recognized process by which departments strive to meet and maintain standards of excellence that have been established by the profession. These professional standards are set by the Massachusetts Police Accreditation Commission. To reach Certification from the state, involves an enormous amount of time and resources dedicated to this process. Most departments assign an officer to work exclusively on this process. Our department, again, faces the lack of funding to make this happen. Sergeant Francis has done an outstanding job balancing his regular operational duties and responsibilities, as well as focusing on the daunting task of working on Certification without reasonable accommodations of the office space needed to function efficiently. Our hope is that residents recognize this and will support the construction of a new facility in the near future.

The whole police department has continued to work out of one very small office. During the year, I was approached by resident and businessman, Dan Mayer, who clearly recognized the urgent need for additional space for the police department. This resulted in Dan donating a used trailer unit to the police department as a "Temporary" measure to gain much needed space. This donation could not have come at a better time, and it is important to recognize that this does not address the need for a permanent solution of building a new police facility. I am very thankful to Mr. Dan Mayer for his kindness and for the incredible generosity that he has shown to my department, as well as to this community. The town Building Committee continues to work on possible solutions to address space and building needs so that all of our officers can work out of a building where they can take pride in the work that they do, and to provide the best level of service to the residents and business owners of our community.

The regionalization of our communications has progressed throughout the year. Just prior to the end of 2011, I attended the monumental groundbreaking of the Regional Dispatch Center which took place in Middleton. This facility will soon provide our town's police and fire departments with quality communications with cutting edge technology, equipment, and specialized dispatch services which we presently do not utilize. This is expected to provide a substantial cost savings to Essex residents, while having the same familiar police, fire, and ambulance personnel respond to your calls for service. The completion of the Regional Dispatch Center should be completed and operational hopefully by early 2013.

In addition to all of the multiple tasks that all officers in the department perform on a daily basis, Detectives French and Davis have had numerous cases which have required special attention throughout the year. This work resulted in solving many crimes. Officer Shamshak focused on

Field Training matters; Officer Zwicker handled school and grant programs, and officer Romeo's was busy organizing vehicle and equipment maintenance.

The year 2011 ended with the unfortunate passing of Retired Police Chief James E. Platt on December 11, 2011. Chief Platt served as the Essex Police Chief from 1974 until he retired in 1991, and he served on the Harbormaster Department after his retirement. The Chief is survived by his wife Margaret F. Platt, and their children. Chief Platt had many years of dedicated police service to this community, and he will greatly be missed by those who had the pleasure of knowing or working with him. I am thankful for having the opportunity to experience both.

There are many tasks, duties, and services that men and women of the Essex Police Department, Harbormaster Division, and Dispatch provide on a daily basis. I am proud to represent the town in the capacity of Police Chief, Harbormaster, and Administrator of the dispatch center. I personally want to thank our entire Reserve Officer staff for their outstanding commitment to our department and to the community that they serve. I also express my sincere thanks to Mary Elinor Dagle, police Secretary, for her assistance and dedication through the entire year, as well as to the Essex Fire Department for working together with our officers. I also want to express my thanks to Town Administrator Brendhan Zubricki and to the Board of Selectmen for their assistance and support throughout the year. I encourage all residents to continue to promptly report any suspicious activity that you observe. You are our eyes and ears which help reduce crime. We all continue to be "Committed to the Community".

Respectfully submitted,
Police Chief Peter G. Silva

MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT

The Manchester Essex Regional School District is a high achieving community committed to educating all students, inspiring passion, instilling a love of learning, and developing local and global citizenship. We continue to experience enrollment growth with the student population growing to 1550 in the fall 2011. The general economic climate and our continued growth have presented significant financial challenges for the system. The District has committed to a collaborative approach to budget planning working cooperatively with the Boards of Selectman and Finance in both Essex and Manchester in order to provide one another with on-going progress reports of our planning process and working to find mutually solutions. In February 2011 the School Committee for the Manchester-Essex Regional School District approved an operating budget of \$20,456,476. Essex and Manchester accepted this budget and voted to authorize tax assessments for their respective towns to fund this budget based on the apportionment formula in the Regional Agreement. A portion of each town's appropriation was contingent on overrides in each town. Failure of the override put the District's available funding for FY 12 under the approved budget at \$19,984,981 [\$16,815,635 (town funding) + \$3,169,346 (real and projected revenue direct to the District)]. At it's the June 28, 2011 meeting the School Committee voted to amend its original operational spending budget to \$20,238,446. The budget spending amount was adjusted down by half of the projected Chapter 70 funding (approximately \$250,000). This is consistent with the District's practice during the budget season as more information on the

Chapter 70 picture was learned from DESE and other reports. Prior to town meetings and in anticipation of the possible increase in Chapter 70 funding due to enrollment, the District had increased revenue to reduce the original assessments to the towns to help facilitate an override vote. In keeping with this approach, the District split the projected Chapter 70 revenues between spending and reserves as outlined prior to the town meetings. This results in a total budget of \$20,238,446, an increase of only 1% over FY 11 spending.

The district continues to receive accolades for student performance in academics, the arts and athletics. MERSD students performed strongly on state and national assessments. Our NCLB accountability report cards can be viewed on our website – www.mersd.org. Manchester Essex Regional School District was ranked 6th on *Boston Magazine's* list of top fifty public school districts in Massachusetts. Manchester Essex High School drama club won the Massachusetts Educational Theater Guild, Festival 2011. In the Fall of 2011, the MERHS Girls' Tennis Team won the Division 3 state championship. Essex Elementary students were invited and performed at the launch of the Essex Schooner *Ardelle*.

In July of 2011, the MERSD administrative team welcomed two new members Allison Collins, Director of Student Services and John Willis, Principal of the Memorial Elementary School. The leadership team and faculty take a proactive team approach. The MERSD team works to educate each child from his/her own readiness level in order to facilitate the intellectual, social and emotional growth process. We look at the whole child when determining student academic, social and emotional needs. There are many measures of success, and we are committed to helping each individual child achieve his/her potential.

The Manchester Essex Regional School District is a high achieving community of learners committed to educating all students, inspiring passion, instilling a love of learning, and developing local and global citizenship. Its success is a community effort! On behalf of the faculty and staff of MERSD, I extend my sincere appreciation to the residents of the communities of Manchester and Essex for their unwavering support of our student and our schools.

Pamela Beaudoin, Superintendent of Schools

MANCHESTER ESSEX REGIONAL HIGH SCHOOL

The 2011 school year saw the continued growth of the high school's student population. From a population of 465 in January, the school opened its doors in September with a population of over 475. The building project in essence completed, the 2011 graduation was held on Hyland Field, in front of the finished building. One hundred and nine seniors received their high school diplomas in June.

MERHS continued to be recognized as an outstanding educational institution, and was ranked 13th in *Boston Magazine's* list of the 50 Best Public High Schools. In the spring of 2011, 124 MERHS students took 234 AP exams, with 84% scoring above the passing score of 3. MERHS students continued to score well above the national averages on the SAT and the ACT exams. In the spring,

the school's Dramafest team won the statewide competition, which complemented the successful work of the school's nationally recognized debate, DECA, and journalism classes.

In the spring, seniors completed the first year of the school's revised SCORE program. This program allowed students to engage in a six-week internship in an area of career interest. Students were required to extensively research the area of interest, provide a comprehensive research paper, and make a presentation about their findings to a panel of faculty. This improved program is another example of the school's efforts to make learning authentic and meaningful in the lives of its students. MERHS remains a positive educational environment with caring staff, motivated students, and engaged parents.

James Lee, Principal Manchester Essex High School

MANCHESTER ESSEX REGIONAL MIDDLE SCHOOL

The Manchester Essex Regional Middle School currently houses 354 students in grades 6, 7, and 8 in the Middle/High School building. The middle school years are complicated years of social, emotional and physical growth. To best serve our students each grade is set up with a team of teachers and support personnel that understands the developmental stages of adolescence to support their growth in each of these areas.

Our challenging curriculum provides our students with an intellectual stretch that is developmentally appropriate. Our faculty maintains a high standard of academic excellence supporting students of varying abilities striving to reach their fullest potential. As a school, we focus on helping each child develop a "toolbox" of studying and thinking skills. Our middle school students are encouraged to become risk takers and to accept frustration and failure as a normal part of the learning process. As measured by MCAS the Manchester Essex Middle School was among the most improved middle schools in the Commonwealth of Massachusetts as reported in *Boston Magazine*.

Additionally, our after school programs have grown in the past two years and include an array of activities that all students can enjoy. These activities, between the hours of 2:15 and 4:00 help our students make connections by forging new friendships with students from different grades and building relationships with trusted adults outside of the classroom. Currently, robotics, math league, journalism, cooking, chess, and athletics are being offered to students. We are working toward a well-rounded array of activities that encourages children to try new things and discover or nourish a passion through a variety of enthusiastically supported opportunities. Our eighth graders are also working hard to organize a class trip to our nation's capitol this April. Both parents and students are actively engaged in fundraising activities to support all of our students' participation.

The middle school values and encourages a close partnership with families through open and frequent communication. Parents are valued as members of our school council, as chaperones, and as supporters of enrichment activities that provide our students with experiences that support what we are doing in the classroom. The *Parents of Manchester Essex Middle School* is an organization

of parents that meets monthly to support the middle school staff and students through fundraising and the organization of activities that address the challenges our middle school meets in our changing society. Working hand in hand with parents is a vital component to the success of our middle school and is valued by all of us.

If you would like to learn more about our middle school we invite you to our website at www.mersd.org or to follow us on our blog at www.msprincipal.mersd.org.

Elizabeth Raucci, Principal Manchester Essex Middle School

ESSEX ELEMENTARY SCHOOL

Essex Elementary School enrolled 280 students in pre-school through grade 5. The K-5 classrooms average nearly 21 students per class. EES maintains a wide range of support services including reading, guidance, special education and health services. Beyond the academics, elementary students receive instruction in art, music, physical education, computer applications, and Spanish. EES continues to support and utilize a modern, up-to-date library and integrates technology into instruction throughout the building each and every day. The computer lab is used on a daily basis and there are two wireless mobile computer labs and classroom based projectors. The total number of interactive white boards is 7 including the Smartboard™ in the computer lab. Funding came from both the Spaulding Foundation and the Enrichment Fund. The Activboards™ are located in first, fourth, and fifth grade classrooms and are used throughout the entire school day. These Activboards™ are also equipped with an Activote™ system. Students use a remote to give instant feedback to the classroom teacher, and this assessment system provides immediate information for the teacher to adjust the lesson as needed. Grades two and three are slated to receive Activboards™ pending funding from grants.

The School Council develops an annual School Improvement Plan that serves as the connection to the District Improvement Plan and as a blueprint for planning at the building level. School and district goals help determine individual teacher and administrator goals so that the faculty addresses the same priorities. The staff at EES spent last year implementing Response to Intervention (RTI). This is a three tiered model of instruction that provides support to students who are struggling in specific skill areas.

Student safety is a top priority for the district. The students' Bill of Rights handbook has greatly clarified expectations regarding parents, students, and staff rights and responsibilities. Many workshops have been held regarding the bullying law and a program known as MARC (Massachusetts Aggression Reduction Center) that has provided schools with tools needed to define behaviors, aggression and education about behaviors that are not acceptable in or out of school. We have also developed a lockdown procedure to ensure safety for students and staff should a dangerous situations arise during the school day. All staff have been trained in this procedure and practice drill was held.

EES has seen steady improvement in MCAS scores in language arts and a marked improvement in math over the past three years. Currently nearly 69% of third grade students are proficient or

above in ELA and 76% in Math. In 2010, 78% of fourth grade students scored proficient or above in ELA and 68% in Math, and in fifth grade 79% scored proficient or above in ELA with 84% proficient or above in Math, all scores above the state average.

In closing, the sense of community that exists at EES is second to none. Our PTO does an outstanding job in raising monies for our school. The school meetings we hold reinforce the school's core values of caring, respect, responsibility, honesty, and achievement that carries beyond school walls into the community. Special important experiences for our fifth grade students including Project Adventure and ballroom dancing help to make their final year at EES one to be remembered. EES provides an excellent quality of education for our students and I encourage residents to visit.

Jennifer M. Roberts, Principal Essex Elementary School

MEMORIAL ELEMENTARY SCHOOL

Manchester Memorial Elementary School has 441 students enrolled in pre-school through grade 5 this school year. The K-5 classrooms average roughly 21 students per class. MMES offers all of its students a wide range of activities and academics in our effort to educate the "whole" child. These activities include Spanish instruction at the upper grades, ballroom dancing, instrumental music, a mathematicians club, and a marine biology club.

The changes that are most noticeable this year are improvements to the physical plant and grounds at MMES. New playground activities (mini basketball court and funnel ball) have been installed thanks to the generosity of the MMPTO. In addition, new fencing has been installed on the PK-2 playground and the structure connecting the main building from the PK building has been removed. As a final portion of the MERMHS building project, work has begun to install three tennis courts in front of the school. This combined with our new vegetable gardens have given the front of the building a facelift and will provide our staff with new instructional options.

Inside the building, a new saltwater aquarium greets students, staff, and visitors every day. This not only has improved the welcoming feel of the building, but it has also provided a unique learning experience for our students. Teachers have incorporated science, mathematics, art and other disciplines into learning about this marine environment. An after-school marine biology club has been established for scholars who are particularly interested in learning more about sea life.

Also inside the building, one will notice that many teaching spaces have been reconfigured due to increased enrollment and programmatic changes. The former library space now houses a comprehensive Pre-K program consisting of a classroom space, indoor motor and therapy area, and an outdoor motor area. The library is now located adjacent to the technology lab which allows our library and technology staff to collaborate on projects including the implementation of new iPads for research and academic skill development.

Instructionally, MMES has begun the process to lay the groundwork for implementing a Response to Intervention (RTI) model to support students in the areas of reading, mathematics, and

behaviors. Our focus this year has been on studying different models of RTI while working to implement strong tier one instruction through differentiated instruction. We are also in the process of identifying universal screening and progress monitoring assessments to implement as a part of this instructional model.

The school council is working towards developing a school improvement plan that follows a new format to demonstrate consistency between Manchester Memorial Elementary School and Essex Elementary School. The two schools have been working to arrive at a consistent academic and social experience to prepare their students for a common middle school experience. The school councils and administration will be developing a common student handbook, student placement process, etc. as we strive for equity and excellence for the two elementary schools.

Lastly, we are thankful and appreciative of the parent involvement in our school. As a result of PTO support and efforts we have maintained many Memorial School traditions and have raised money that contributes to the enrichment of our school.

John Willis, Principal Memorial Elementary Schools

DISTRICT CURRICULUM & TECHNOLOGY OFFICE

It has been another busy year in the Curriculum and Technology Office. The 2011-2012 school year marks an important school year for districts all across our state. This is the year that school districts begin to transition to the Common Core State Standards (CCSS) in both Language Arts and Mathematics. According to the Common Core website, "The Common Core State Standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy." Locally, we have established two PreK-12 committees to begin the work of transitioning to these standards and we are taking a thorough look at our current ELA and Math programming to determine our future direction. In conjunction with the curriculum review process, an elementary time audit task force has been developed to study our current school day in order to determine if there any efficiencies in our current schedule and to ensure continuity between both schools.

On the technology front a team from MERSD has been heavily involved in the conversion of our Student Management System from a program called MMS to a program called X2 Aspen, a state-of-the-art data platform from Follett Software. With Aspen we will be able to house all of our student data, so we can easily find it, report on it, analyze it and use it to the fullest extent. The goal of our Aspen Conversion Team is to "go-live" in the spring and be fully operational by September 2012. In other technology news, through a variety of local grants, the district is beginning to pilot tablet computers, most notably, the I-Pad. The teachers who are utilizing this technology will be reporting to the administration at the end of this school year on how they have effectively utilized these amazing devices and what the effect has been on student achievement.

Lastly, on June 28, 2011, the Department of Elementary and Secondary Education (DESE) adopted new regulations for the evaluation of all Massachusetts educators. According to the DESE website, these regulations will: 1) Promote growth and development amongst leaders and teachers; 2) Place student learning at the center using multiple measures of student learning, growth and achievement; 3) Recognize excellence in teaching and leading; 4) Set a high bar for professional teaching status; and 5) Shorten timelines for improvement. In order to begin the implementation of these new requirements here at MERSD, a multi-school task force has been established to undergoing training at the state level and to bring that information back to the MERSD staff.

It has certainly has been a busy year in curriculum and technology office and that trend is sure to continue in the coming years with common core standards for other subject areas on the horizon and the continued growth and development of new technology products for education.

Scott Morrison, Director of Curriculum & Technology

NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT

30 LOG BRIDGE ROAD, MIDDLETON, MA 01949-2806
www.nsths.edu

George Harvey, Essex Representative
North Shore Regional Vocational School Committee

Daniel R. O'Connell, Superintendent-Director
North Shore Regional Vocational School District

Merger Update

The plan to build a \$133 million high school that proponents say will transform vocational education on the North Shore finally became a reality in December.

The Owners Project Manager (OPM) and New District Fee Negotiation team completed design fee and scope negotiations. Negotiations resulted in a reduction from approximately 10% of total construction cost to approximately 7.9%. A Notice of Intent to Award a Contract was approved by the full School Committee and sent to the architect. The next step was to finalize the draft the Massachusetts School Building Authority's (MSBA) Construction Manager (CM) at Risk contract with the architect, OPM and MSBA legal counsel.

The OPM completed and submitted an application to the Inspector General's Office (IG) for authority to construct the project under the new CM at Risk delivery method. The application was supplemented with information provided by the Superintendents relative to their and the districts construction experience. After completion of the application, The OPM secured the signature of the School Committee Chair and a CM at Risk Application was submitted to the IG's Office. The submittal package was reviewed and approved by the IG's Office and the District will proceed under the new project delivery method. After proper advertising and notices, Request for

Qualifications were solicited from CM at Risk Firms. Four firms were deemed qualified and interviewed for the project. The interviews were conducted by the OPM, Superintendents' and members of the District Committee comprising a CM at Risk Selection Committee.

The Project Team began Program Review and Early Design Development Phase. The School Superintendents have scheduled "Design Focus Group Meetings" with teacher, staff, administration, and their respective advisory boards personnel from each school. This review will allow new district representatives to have input on the previously completed schematic phase and re-introduce the project to all stakeholders.

After compiling and analyzing the Design Focus Groups data, the Architect will move into the *Design Development Phase* of the project where scaled layouts and building elevations will be drawn and specifications will also begin to be developed. The district has successfully submitted a Design Development Phase package of project drawings, specifications and supporting documents required by the MSBA.

All necessary plans and specifications will be finalized into a package of documents suitable for bidding. The CM at Risk firm will assist the project team in insuring the best and most accurate plans and specs are developed lending their experience as "builders" into the design process.

Construction Phase

10/20/2011 to 01/20/2014	Construction of new buildings and playing fields
02/20/14 to 06/20/2014	Demolition old buildings and finish fields
09/01/2014	New School Year Begins

The North Shore Technical High School website (www.nsths.net) will continuously update all merger progress in the future.

Administration

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee and oversee the daily operation of the school.

Enrollment

Student enrollment as of October 1, 2011 is 467. Students cite the interpersonal relationships with teachers, counselors, and administrators, and the vocational/career area programs as the reasons for application. There continues to be a shortage of space for classrooms, shop areas, the media center, and the cafeteria. In addition, an auditorium is needed.

Students participate in programs in Automotive Technology, Automotive Collision Repair and Refinishing, Carpentry, Cosmetology, Culinary Arts, Design and Visual Communications, Electricity, Graphic Communications, Health Assisting, Information Technology Services, Machine Tool Technology, and Masonry and Tile Setting.

Curriculum

The mathematics department continues to improve and evolve its curriculum. Mathematics is a requirement for all four years of high school. This was implemented as part of our strategy to ensure that our students reach a proficiency level of mathematical understanding before graduation. The department has put an emphasis on integrating the curriculum with both Technology and the different Technical and career areas. Technology integration continues to evolve as SmartBoards are being used extensively in all of the math classrooms for instructional purposes. The software program called JFYNet (an interactive self-paced math tutorial) continues to be a major focus of our preparation for the MCAS exam. A new elective course was added for seniors called The Joy of Mathematics. This course was modeled after a freshmen level course taught at the Community College. It is a quantitative reasoning approach to using and understanding mathematics. Since 2008, our Advanced plus Proficiency rating in Mathematics has gone from 66% to 82% for an increase of 16%.

The science department implemented an on-going effort to develop 9th - 12th grade curriculum in a manner that supports our students' success. All of our science courses are aligned with the Massachusetts Science Frameworks, and for the 9th and 10th grades classes, are sequenced in a manner to prepare students for the MCAS test. Since a science MCAS test is a graduation requirement, we have selected an approach for our underclassman that focuses exclusively on biology. A concerted effort on this single domain will allow for more time to cover required strands, and will provide opportunities to develop rigorous instructional strategies and methodologies in order to enhance student success. This year's junior class has achieved a passing rate of 98%, and our seniors who meet our graduation requirements, have a 100% pass rate. Since 2008, our Advanced plus Proficiency rating in Science has gone from 52% to 76% for an increase of 24%.

This year ninth grade students will have an additional one- period English class during their exploratory week. This will give teachers and students valuable extra time to focus on improving writing skills in preparation for the MCAS ELA test. Both ninth and tenth grade classes continue to emphasize writing strategies including the "Writing With Colors" program. Students continue to practice responding to multiple choice questions and expanding their open response answers in addition to working on longer essay assignments. Since 2008, our Advanced plus Proficiency rating in English has gone from 70% to 90% for an increase of 20%.

MCAS Review

North Shore Technical High School had by far its strongest year and made annual yearly progress in English and mathematics on the MCAS exam administered to the class of 2013 in the spring of 2011. North Shore Technical High School substantially outperformed the state in English, mathematics, and science with regard to students scoring in the proficient or higher range. The performance rating in English was *above target* and the performance rating in mathematics was *on target*, with only (2) failures in mathematics and (1) failure in science. However, we still have work to do. North Shore Technical High School fully realizes that as we continue to raise the bar, we challenge ourselves more, each and every year. Students must obtain a scaled score of 220 or higher on each of these three exams in order to be eligible to receive a high school diploma. Our goal, however, is to have all students score in the proficient or advanced range (scaled score of 240

or better) by 2014, which is the goal of the No Child Left Behind Act; therefore, efforts need to be intensified to assist students in gaining the knowledge and skills they need to reach this goal.

North Shore Technical High School received a Massachusetts Department of Elementary and Secondary Education (DESE) MCAS Remediation Entitlement Grant (#632) to assist juniors who had not yet reached the minimum scaled score (220) on one or more of the MCAS exams, English Language Arts, Mathematics, and Science – required to be eligible for a high school diploma, to build their knowledge and skills required for success on the exam. All seniors have reached the minimum scaled score so it was; therefore, unnecessary to have them participate in this program. Funds from this grant were also used to assist sophomores to attain proficiency on their first attempt at the MCAS exam. North Shore Technical High School teachers set up review classes after school three days a week for three weeks in English, mathematics, and biology in the winter and spring to prepare students for those tests. In the fall of 2010, review classes in English and mathematics were held three days a week for three weeks to prepare those students in the class of 2012 for the retests held in November. The small teacher/student ratio, one teacher to five students, allowed for individualized instruction in those areas needing remediation. The Director of Curriculum utilized the DESE Data Warehouse and/or the Test Wiz program to complete an item analysis of each junior student's MCAS exam results to pinpoint areas of strength and weakness. This information was shared with all instructors and used to guide instruction in the remediation program. The academic support program, PLATO, provided by Boston based JFYNet, is a self-paced MCAS review software that has demonstrated positive improvement in mathematics MCAS scores. All mathematics and special education teachers have been trained on the PLATO software program. The science teachers used science Moodle, also provided by Boston based JFYNet, to help students work on their areas needing improvement in biology. In addition to the after-school remediation programs, North Shore Technical High School also has a half-year Essential Strategies course in both mathematics and English during the academic week to help all freshmen and sophomore students build the knowledge and skills required for success on the sophomore MCAS exams.

School Council

The School Council is an organization of faculty, parents, students, and business community representatives who meet with the Principal every six weeks during the school year to review programs and activities at North Shore Tech. At each meeting North Shore Tech staff members inform the Council about specific school activities and programs. This year the Council updated the three-year School Improvement Plan 2010-2013 which was developed to carry us toward the new merged North Shore Technical High School and Essex Agricultural and Technical High School. The Council also examines the school budget and student handbook and reviews co-curricular activities. The Council's advice to the Principal assists in the process of program expansion and curriculum improvement. School Council's members are actively involved and very supportive of the staff and students at North Shore Tech.

Program and General Advisory Committees

The Program Advisory Committees meet twice per year to discuss suggestions for improving our vocational-technical programs. The instructors use these meetings to learn about the latest equipment, materials, techniques, and technology being used in industry. Improvement in

curriculum and delivery of instruction are directly related to these suggestions and industrial standards.

The Program and General Advisory Committees also continued this year to offer input on the design of the new merged North Shore Technical High School and Essex Agricultural and Technical High School building project to ensure that both the design and space of the vocational areas will provide students with the optimal learning environment.

Vocational Career and Technical Area

The excitement abounds in the Career/Technical Education (CTE) area because of being allowed to help design the new school. Our teachers over the last year have met several times in some areas even more with the architect creating their spaces in the new building. They have been given the opportunity to recommend equipment for the shops, help plan in the location of the equipment and ensure that we have the necessary infrastructure to ensure that our students have the opportunity to learn in an educational environment that meets the needs of the 21st century. They have had the opportunity to discuss with the architect's consultants changes in their technical areas to ensure that we are creating spaces that will be viable for the next fifty (50) years.

While they plan for the future they are very involved in preparing their students to be successful members of today's society. The CTE programs continue to ensure that students are receiving the necessary training to help them be successful in their chosen fields. North Shore Technical High School students update their career/technical competencies twice a year. The summative assessment is made available to their parents through the Career Cruising software. The CTE programs continue to incorporate integration projects into their programs. Working with the science department the sophomores are currently researching how environmental considerations affect their trade areas. This allows the students to understand the important role of research, reading, writing, math, science and presentation skills play in their technical areas. CTE teachers have begun to use the Writing with Colors initiative when creating reflection sheets for their portfolios and the students are being introduced to Sean Covey's The Seven Habits of Highly Effective Teens in their professional development class to help them deal with real life challenges and the problems they will face.

In addition the CTE programs continue to enhance the integrity of their programs by having the student complete nationally recognized certifications in their trade areas.

Outside Projects

The carpentry, masonry and electrical programs are completing an addition on a house in Gloucester. In addition the students have been working in Middleton on retrofitting the police station, working at the DPW site and completing walkways, steps, garage floors, running electrical power to an outdoor shed for several citizens in our district.

Many of the students develop their technical skills by working on projects for members from our communities. Some examples include:

- Collision Repair - Painted a police van for Salem State University.

- Culinary Arts - Welcome senior citizens from the different Council of Aging organizations in our district for lunch on Wednesdays. The Log Bridge Inn is open to the public on Thursday and Fridays.
- Cosmetology – Operate a full service salon open to the public every Thursday and Friday
- Health Assisting – Continue to visit Hogan Rehab, Danvers; Brooksby's, Renaissance Village, Peabody; and Bright view, Danvers to help develop their technical skills. This allows students to receive certifications in Developmental Disabilities, Alzheimer's Care, and the Certified Nursing Assistant Exam.

Technology

North Shore Technical High School can boast 100% participation in Moodle, a Learning Management System and customizable platform for teachers and learners. The Moodle, online classroom, is used to extend the classroom beyond the four walls and the daily schedule. Students can access course work, supplemental materials, assessments, communications and outcomes anywhere, anytime. Teachers are provided with a home page and a means of setting up and distributing all of this course information. All teachers are building their curriculum, posting assignments and grades in their Moodle classroom and using this as a form of communication to students and their parents.

Google Apps for Education has been put into practice, which combines email, chat, documents and scheduling for integrated communication in and out of the building. Students and faculty can access their email and calendars from any computer or mobile device. The use of Google Apps, which is a "cloud" application of Office software and a component of our North Shore Tech Gmail, has been introduced and utilized in a variety of curricular areas.

The Science Fair continues to be one of the top projects to integrate technology. This past year the use of Noodle Tools (an online research and citation program) has been added in collaboration with the librarian. The plan is to integrate Noodle Tools in all grade levels via the Research Paper initiative.

In all four grade levels, the implementation of a variety of technology specific mini-courses has begun. The plan is to incorporate two days of technology in each grade level during their Directed Study. Grade 9 participates in a keyboarding course. Grade 10 learns Microsoft Office skills. Grades 11 and 12 use technology as they build upon skills for mastering the Accuplacer test. Adding technology to the Directed Study curriculum provides technology to all students while also giving Directed Study more focus and accountability.

The technology department and a team of teachers have formed a pilot program to research and explore the use of one-to-one computing. One freshman academy will participate in a 1-to-1 iPad study. We plan to gather data in order to track changes in student engagement and achievement. We also plan to provide much teacher professional development in this initiative in order for educational practices to integrate with the technologies. The teachers in this group will work to adapt their teaching materials and practices to make the 1-to-1 environment effective and relevant. We anticipate using the results of this study to determine future 1-to-1 computing initiatives.

Professional Development

For the past two years, professional development activities have focused on the areas of the school improvement plan which address teaching and learning as well as school safety and climate. A combination of early release time and embedded instructional consultation along with the use of common planning time was used to create a comprehensive approach to all initiatives.

Major Professional Development initiatives included were:

- Co-teaching
- Differentiated Instruction
- Integration of Academic and Vocational Curriculum
- Improving Writing/MCAS Scores
- Common Assessments
- Integration of Technology
- Curriculum Development and Alignment to the State Standards

Special Education Department

There are approximately 140 students at North Shore Technical High School who have been identified as having special needs; they represent 30% of the general student population. Programs and services are provided and administered by a staff comprised of an administrator, a full-time team chairperson, eight special education teachers, a speech/language pathologist, a certified reading specialist, a school psychologist, a behavioral consultant, four instructional aides, and one secretary. All special education staff is highly qualified in accordance with the No Child Left Behind regulations.

The special education program is inclusive in nature. Inclusion classes are offered in all grades and in every major academic subject area. These classes are co-taught by members of the general education and special education staff. In conjunction with this, many special needs students receive curriculum support services in the Curriculum Support Center, under the direction of the Special Education Administrator.

Our Speech and Language Pathologist provides both individual and small group instruction in the area of communication, including receptive and expressive language skills (both oral and written), reading, vocabulary, phonological processing, usage, social language and articulation.

The goal of the special education department is to ensure that all students have access to the general education curriculum in the least restrictive setting. High standards are maintained for students with disabilities, so that they can master the content of the Massachusetts Curriculum Frameworks. In addition, students are prepared for high stakes assessments in Math, English, and Science, as well as for vocational competency testing.

Educational Performance Systems completed a Co-teaching Program Evaluation for the 2009-2010 school year. According to this evaluation, the following major goals have been accomplished:

1. A wider range of high level instructional alternatives are now available to students with disabilities than would be possible with one classroom teacher.
2. Students with disabilities are integral members of the classroom community in the co-taught classes.
3. *All* students are supported by the special educators and paraprofessionals in the general education co-taught classrooms.
4. General educators are becoming more skilled in meeting the needs of students with disabilities.

In this evaluation the administrative staff at North Shore Technical High School was commended for designing quality professional development activities that support our co-teaching model of instruction.

The Department of Elementary & Secondary Education (DESE), in accordance with a federal requirement, makes an annual determination in the area of special education for each school district. There are five levels of accountability. Performance is linked to student performance indicators, district AYP reports, and special education compliance. North Shore Regional School District received the highest determination level – Level 1. We were commended by the DESE for our work to ensure high quality education for all students.

Athletic Department

The Boy's & Girl's Basketball teams continued to have a good number of participants. The boy's team won its second consecutive league championship. The boys also competed in the State Vocational Championship game, and qualified for the MIAA state tournament. The girl's team qualified for the state tournament for the 2nd consecutive year. Indoor Track had a good number of participants and the girl's team won the league championship. Sign-ups for the winter of 11-12 are through the roof with over fifty (50) participants and now have three coaches on staff.

This is the 2nd year the boy's and girl's basketball teams have merged with Essex Aggie making all of our sports co-operative. The boy's are practicing and playing at North Shore and the girl's are practicing and playing at Essex Aggie. There has been a very large turnout for both teams and we are looking forward to successful seasons.

Both Baseball and softball continue to have enough participation to support varsity, junior varsity, and freshman teams. Boy's Lacrosse, in its third year, continues to show improvement. Participation rates were high enough to again schedule a full junior varsity schedule. Girls Lacrosse, sponsored by Essex Aggie, also had a good turnout and played a varsity and junior varsity schedule. This fall, the football team finished with a 2–9 overall record and actually tied for the league championship. The non-league schedule was one of the toughest having competed against 4 teams that qualified for the state playoffs along with six upper division opponents. The Volleyball team welcomed new head coach, George LeVasseur. The team improved over the course of the season highlighted by a win over the league champions. Girls' soccer again competed in the upper division in the league. Although they did not win a league championship they did qualify for the state and vocational tournaments again. The boys soccer team welcomed a new coach, Tom Milaschewski and he is also a new teacher in the school. He is a welcome addition as our team did not record any red cards for the entire season with only one yellow card.

The sportsmanship displayed by the team was noted several times by officials and opposing coaches. Fall Cheering continues to improve their performance levels and again qualified for State Competition. North Shore student participation increased with the Essex Aggie Cross Country team this fall. The overall number of participants for Cross Country was at an all time high this year.

Career Exploratory

The focus of the Career Exploratory Program is to familiarize all ninth grade students with North Shore Technical High School's career vocational/technical areas. Mr. Dan Connors, our ninth grade guidance counselor worked with each of our ninth graders to provide a more individual guidance program. This program includes in depth interest inventories such as the Harrington O'Shea and Career Cruising, as well as various skills and abilities assessments to help freshman become aware of their strengths and weaknesses. They are encouraged to get in touch with their values, beliefs, and skills to assist in choosing the best possible career path.

Currently, ninth graders explore twelve vocational programs. The exploratory program is designed so each student spends five days, four periods in shop and four periods in academics every other week. This schedule allows for smaller shop classes so that our teachers are able to evaluate student more comprehensively. Students will complete the exploratory program in the early spring and will then re-explore three shops before making their final shop selection.

Career Awareness

Throughout the year, all students participate in a variety of career planning activities in the newly established Career Center. This designated space is utilized by the Guidance Department in collaboration with the CVTE instructors to deliver activities related to career planning. A new requirement for all students to obtain a Certificate of Occupational Proficiency is the development of a Four Year Career Plan.

The following activities were presented in the Career Center:

- Career Match Maker (a component of Career Cruising software)
- Non-Traditional Career Choice Lesson
- Four Year Career Plan Decision Making
- Final Shop Choice
- Career Pathways
- Cyber bullying
- Study Skills
- Mock Interviews
- Resume Development
- Conflict Resolution
- Career Cluster Research
- Academic /Technical Success

During the second semester, the guidance department developed lesson plans and activities for grades 9, 10, 11 and 12 students to assist in their career decision making. Ms. Doherty, Ms. Montague and Mr. Connors enhanced previous lessons on Career Cruising to address goal setting

and work place readiness skills. Students also began work on their portfolio's which are developed during their four years at NSTHS.

The guidance department conducts annual parent evening meetings for all grades. The agenda's are grade specific.

A new elective was developed by Ms. Doherty and Ms. Montague to assist seniors with college planning for seniors. Students attended this course in lieu of directed study from September – November. The College Planning course focused on the common application, deadlines, the college essay and recommendations.

Tech Prep

Tech Prep, a federally funded program, establishes articulation agreements between high school students and post-secondary institutions. This program develops career pathways that allow for seamless transition from high school to college programs of study, creating opportunities for high school students to earn college credits.

During the 2010-11 school year, articulations in ITS, Health, Culinary and Graphics were renewed. In addition, articulations were newly developed with Central Maine Community College, Southern New Hampshire Community College, Bunker Hill Community College and Mass Bay Community College.

Tech Prep coordinators meet and collaborate with NSCC discussing seamless transitions upon graduation from North Shore Technical High School to enrollment at North Shore Community College.

Dual Enrollment

Dual enrollment is a program offered to eligible high school juniors and seniors who want to earn both high school and college credits simultaneously by taking courses at publicly founded higher education institutions.

During the 2010-11 school year, two seniors from Information Technology Services participated in the dual enrollment program at Johnson and Wales. They both successfully completed this program and will continue next year at Johnson and Wales as sophomores.

Cooperative Education

Cooperative Education provides seniors the opportunity to develop academic, technical and employability skills in a work-based setting. Alternating weekly between work and classroom student, students in good academic/technical standing and discipline record may participate in this program. Students participating in this program are paid for their work in their chosen technical field. Students may also participate in internships through this program.

During the 2010-2011 school year, twenty-two (22) junior and senior students went out on co-op. These jobs resulted in full-time employment for graduates not attending post-secondary schools. Presently the Co-op position is held by the Essex Aggie CTE Co-op Coordinator who serves both

schools. Ms. Leilevre is present at North Shore Technical from 8:00-11:00 Monday – Friday. There are eighteen (18) students placed in co-op jobs.

Senior Placement

The class of 2011 saw 42% of its graduates matriculate to a two year school, 22% to a four year school, 5% enlisted in the Military and 31% were placed in jobs related to their career programs.

Health Office

Health services offered at North Shore Technical High School include; first aid, health education, health promotion and prevention of illness in a caring safe environment. Emphasis is to prevent illness and injury, to minimize impairments to learning and to make community/school referrals as appropriate.

In the 2010-2011 school year students and faculty visited the health office 3,687 times, which did not include the flu clinic for faculty and staff. Headaches, general malaise, sore throats menstrual cramps and mental health issues were the most frequent complaints that brought students to the health office. Our most serious challenge was the care of three insulin dependent diabetic students.

Buildings & Grounds

The modifications and upgrades to the buildings and grounds were significant in 2011. Room configurations were made to areas within the O'Malley Media Center; the expanding Technology Department was relocated to a larger space and two conference rooms were added.

Some cost saving measures within the facilities department was to purchase equipment to line the athletic fields. After reviewing the cost in-house vs. outsource it was found to have a 40% savings to do this in-house. The third shift custodian responsibility was contracted to a private company.

Transportation Department

The Transportation Department has a fleet consisting of twenty (24) buses, thirteen -71 passenger buses, five-77 passenger buses, one-18 passenger bus, three buses dedicated to the building trades, two -35 passenger buses and also one-8 passenger van. The Transportation Department provided transportation for North Shore Technical High School students to and from school on a daily basis for approximately 445 students and provides four late buses three days a week for after school activities, and four additional sports late buses daily for sports teams. Transportation was provided for many field trips throughout the school year and all the offsite activities, sports games etc.

The Transportation Department also provided transportation to and from school for approximately ninety (90) Essex Aggie students. The Transportation Department merged all of the students within the District onto our current bus routes where it could be done and added some routes to take care of the overloads. The Transportation Department provided three shuttle buses from the Aggie in the afternoon to bring the students to North Shore to board the buses for their ride home. The Transportation Department provides three late runs daily for Essex Aggie. The Transportation Department will continue to merge and expand as the merger approaches; our goal is to be transporting all the Essex Aggie students before the merger actually takes place. Hopefully this

will be complete by FY13. This will spread the expense over a few more years. The size of our fleet will continue to increase to accomplish this.

Adult Education

Adult Evening Education at North Shore is a self-supporting program that offers approximately sixty (60) vocational-technical classes that enhance the professional and personal lives of the adult members of our communities. The Program serves nearly one thousand adult students that participate in a wide variety of courses. Popular fields of study include: computers, health, construction, machine technology, culinary, automotive, business and personal finance. A number of courses have state approval for professional and trade license preparation, for example Journeyman and Masters Electrician License, and Auto Damage Appraisal License.

Last year, the Adult Education Program initiated the development of online course capabilities. It is our hope to soon market a number of professional development online options for teachers. Furthermore, our new online registration option has proven to be very popular with our adult students, now representing greater than 60% of total registrations.

The Adult Education Program continues to enjoy a reputation of providing quality vocational-technical education to a demanding clientele that faces an ever-changing work place and an uncertain economy. We have an ongoing effort to provide competitive and progressive programming. Our course offerings are continuously reviewed for either updating, or modification, and we research the local market for new offerings.

Adult Education at North Shore provides a much-needed service and is embraced by our area communities as an outstanding educational opportunity.

Business Office

The Department of Revenue has certified the amount in our unencumbered excess and deficiency funds available July 1, 2011 at \$487,753.

The Fiscal 2013 Budget preparation is currently in process and will be presented to the District's Finance & Property Policy Sub-Committee in February and subsequently to the District's School Committee. At this point, we have not received financial data pertaining to fiscal 2013 from the Department of Elementary and Secondary Education. Preliminary Chapter 70 figures are expected to be released at the end of January.

In April, we had our 1st benefits fair, introducing some additional no (employer) cost benefits to the staff. Along with our usual health insurance renewal information, vendors presented material on discounted auto insurance, 529 educational savings plans, voluntary dental insurance and 403(b) plans.

We continue to work collaboratively with Essex Agricultural School in anticipation of the merger in FY 2015. We've taken over select routes of their student transportation for a fee, with anticipation of having the busing completely merged prior to the opening of the new school. We've continued to run a cooperative athletic program, sharing the cost with Essex Aggie. As we move forward, mutual items (student information software, internet access, firewalls, etc.) are

reviewed by both districts and a decision is made as to what will be put in place and stay in place upon the opening of the new school. All these initiatives will result in significant budget savings for our sending communities.

The fiscal year 2011 audit report is complete and in its draft stage. The final report will be available in January. If you would like to obtain a copy of the report, please contact the business office at 978-762-0001 X227 or via email at mznamierowski@nsth.net.

North Shore Regional Vocational School Committee

Beverly	Mr. Dean Porteous
Boxford	Mr. Michael Crowe
Danvers	Mr. Russell Fravel
Essex	Mr. George R. Harvey, Chairman
Gloucester	Ms. Melissa J. Teixeira
Hamilton	Mr. David W. Ketcham
Lynnfield	Dr. Paul Anderson
Manchester-by-the-Sea	Mr. Joseph Sabella
Marblehead	Mrs. Marcia Sweeney, Vice Chairman
Middleton	Mrs. Ellen Weitzler
Nahant	
Rockport	
Salem	Mr. Thomas St. Pierre
Swampscott	Mr. William Jackson
Topsfield	Ms. Trudi Perry
Wenham	Mr. William O. Nichols, Secretary

ACTION INC.

I want to once again thank the Town of Essex and its residents for their continued generous support during the past year of Action, Inc. and our programs that serve families and individuals in need. First National Bank of Ipswich Branch Manager Heidi Jackson-Dean and the folks at Woodman's worked very hard, as they do every year, to make our Project Uplift Toy Drive a big success but the achievement would not have been possible without the generous donations from the residents of Essex.

During the past year, 84 individuals in 78 households from the Town of Essex received 247 services through Action's programs. 51 Essex households received Fuel Assistance to help with their home heating bills with an average benefit of \$940. In addition, 11 Essex residents received energy conservation measures and heating system work on their homes through programs sponsored by National Grid and the Department of Energy making their homes more energy efficient.

Our Benefits and Support Department provided help and assistance with housing support and benefits such as food stamps and Mass Health to 24 Essex residents.

Our Homecare Program provided care to five (5) elderly Essex residents totaling more than 1,300 hours of service to help them maintain their independence. The dollar value of this service was \$26,000.

One Essex high student was enrolled in Action's Compass High School Program, an effective alternative high school project that has had great success in turning failing students into achievers. Six (6) Essex residents received employment services in Action's Job Training Programs.

Action's VITA Tax preparation site provided free tax return preparation to 6 Essex residents.

We want to thank Essex resident Courtney Lane for her dedicated service on Action's Board of Directors as the representative of the Town.

During the current year, Action is continuing to make all of Action's service more accessible to Essex residents. We are requesting \$1,000 again this year from the Town budget to help support and maintain our services to Essex residents.

Sincerely
Timothy L. Riley, Executive Director

NORTHEAST BEHAVIORAL HEALTH

Northeast Behavioral Health, formerly Health & Education Services, Inc., provides a wide range of services to Essex residents, including mental health and substance abuse counseling, assisting victims of crime and sexual assault and education about HIV/AIDS.

The following is the number of unduplicated by month mental health and substance abuse clients from Essex who received services from NBH during our fiscal year 2011, the time period July 2010 through June 2011.

July 2010	36	January 2011	43
August 2010	35	February 2011	49
September 2010	34	March 2011	47
October 2010	35	April 2011	44
November 2010	40	May 2011	45
December 2010	43	June 2011	55

Thank you for you continued support,
Stephen J. Surpitski, Director of Budgets and Contracts

HAWC

REPORT TO TOWN OF ESSEX FY 2011

Founded in 1978, the mission of HAWC is to create social change by taking action against personal and societal patterns of violence and oppression. HAWC provides services and support to victims of domestic abuse residing in the 23 cities and towns on the North Shore in order that they may make informed, independent decisions about their futures.

HAWC provides free, comprehensive services to victims of domestic violence and their children including: a 24-hour hotline, emergency shelter, advocacy in courts, police departments and healthcare settings; trauma recovery counseling for adults and children; support groups; economic stability services; relocation and rental assistance; prevention education in schools and communities. HAWC has five office locations (Lynn, Salem, Gloucester, Beverly and Ipswich) with HAWC staff out-stationed in hospitals, police departments, courts and schools. HAWC's 24 paid staff and 80 volunteers (after 40 hours of training) provide free and confidential services.

HAWC's staff, Board, volunteers and community-wide partners envision a world where relationships are built upon mutual respect and partnership and where home is a place of nurturing and renewal. Our work is rooted in an empowerment model and we view domestic violence in the context of other social oppressions (racism, classism, sexism, heterosexism, etc.) with the goal of altering social norms and public policies that support them. HAWC staff members reflect the racial, ethnic, sexual orientation, gender and linguistic backgrounds of the diverse communities we serve. All staff and volunteers have been trained in best practices for serving clients in same sex relationships.

Community-wide knowledge about the tactics of perpetrators prepares everyone to recognize the warning signs of abuse and how to get help. Domestic abuse takes many forms but its goal is always the same: to control one's partner. Tactics of control include emotional, physical, economic, social and sexual abuse. Name-calling, belittling, stalking, isolating one from family and friends, intimidation, and threats of harm are all abusive whether they involve physical violence or not.

In Fiscal Year 2011, HAWC provided the following free services:

- Hotline Calls: **385 individuals called 1,455 times** for information, support and referrals.
- Counseling and support: 530 individuals received short-term one-on-one counseling; a total of **1,075** services.
- Support Groups: **199** people attended **7** weekly support groups; a total of **1,045** services.
- Parent/child trauma recovery: **45 children** counseled, **92 services provided**.
- Legal Services: **2,463 clients received legal assistance; a total of 4,136 services provided**.
- Family Law and Immigration Law Attorneys: during first four months of program (April – June 2011), we served **48** victims (**28** family law, **17** immigration, **4** protective orders); and **15** cases were referred by attorneys to HAWC's pro bono law clinic.
- High risk teams: **170** cases were accepted by **4** high risk teams for on-going safety planning to prevent homicide. The team reviewed cases **724** times.

- Emergency Shelter: HAWC's shelter assisted **31** families with **24** children.
- Housing and economic stability: **28** clients received rental down payments, utilities payments, arrears payments, temporary housing in hotels, and/or short-term rental assistance along with support to find long-term housing and employment.
- Education and training: **1,798** youth received education and training at **32** events; another **765** individuals attended **33** community outreach events.
- The Crossroads Program at NSMC: **127** clients received **336** services focused on safety planning, legal advocacy, counseling, urgent care and other resources.

Essex residents served by HAWC in FY 2011:

- 5 residents were supported through the 24-hour hotline.
- 6 residents received counseling services.
- 7 residents received legal advocacy services.
- 2 residents received homicide prevention services through a High Risk Team.

If you or someone you know is living in fear of their partner, please call HAWC's 24-hour, toll-free hotline at 800-547-1649. Contact and understanding from a person outside the abusive relationship is often the one most important lifeline for a person getting free from abuse. The more you know, the more you see. You can become part of the solution.

SENIORCARE, INC.

July 1, 2010– June 30, 2011

Program Planning, Coordination, Administration & Care Management

One of the functions of SeniorCare, Inc., as an Area Agency on Aging and State designated Aging Services Access Point, is to assure that services to elders are properly funded, coordinated and monitored and service gaps are filled whenever possible.

SeniorCare services were provided to 89 Essex elder residents last year. Of those served, 18 elders received case management services, 100% more than last year. This service includes assessments of individual's needs for other services such as homemaker, chore, meals, personal care, etc., in addition to referrals to other service providers, help with SSI, housing problems, counseling and assistance to families and elders as well as Protective Services are provided when needed. The cost of this service for Essex elders during this year was estimated to be \$11,394.00.

Homemaking, Chore, Personal Care, Home Health, Nursing Services, other Home Care Services

Eighteen Essex elders received one or more of the above named services on a monthly basis during the year. Homemaking services include light housekeeping, errands and meal preparation. Personal care service provides a home health aide to assist frail elders with personal hygiene, ambulation, and transfers. Total cost of these services is \$79,032.00, a 32% increase for 2011.

Nutrition Program

Forty-five 45 Essex residents, were served 4,411 home delivered meals in FFY 2011. Additionally a bi-monthly congregate meal was served at the Council on Aging totaling 317 meals

for 50 Essex elders. Nutrition Education services were provided as well. The total cost of this Nutrition Service to Essex for this year was estimated to be over \$28,051.00.

Outreach

SeniorCare granted \$1,400.00 to the Essex Council on Aging to provide Outreach to community elders. 129 Elders received 129 contacts through Outreach services. Elders were contacted by outreach workers to inform them of services that are available and how to access them.

Other Services

Other services that were provided to Essex elders included information and referral, personal emergency response systems, legal services, transportation, nursing home pre-screening, caregiver counseling and the services of the Nursing Home Ombudsman Program, which advocates on behalf of elders in nursing homes and rest homes. The cost of these programs is estimated to be \$9,191.00.

Total costs of services provided to elders of Essex in FY 2011 are estimated to be \$129,068.00, an increase of 36% from FY 2010.

WELLSPRING'S ADULT LEARNING CENTER

Over the last 12 months, the Wellspring Adult Learning Center has continued to be a vibrant and diverse learning community. Our English for Speakers of other Languages (ESOL) program served 68 English language learners throughout this past year. An additional five students worked on literacy, math, or GED test preparation skills. We are grateful for the 31 volunteer tutors who have made it possible to assist a total of 73 adults in making gains in their language and other educational goals.

The program is located at Gloucester's Sawyer Free Library, and is open on Tuesday and Thursdays from 9 a.m. – 12 p.m. and 6 p.m. – 8 p.m. Trained volunteer tutors are matched with adult students based on the student's need and the tutor's expertise. New students are assessed by the program coordinator who also provides supervision for the tutors. Tutors have a large library of resources available for instruction, including curriculum series that build vocabulary, explain grammar, and improve reading. Progress is evaluated by tracking improvements in speaking, understanding and reading.

Approximately 35-40 students are active participants in Adult Learning Center activities throughout any week. Students usually meet with teachers 1 to 2 times per week. While some students work with us briefly, most work diligently over many months and even years. In some cases, students meet with staff on a limited basis for testing and referral to other programs.

Our students are a diverse group representing a range of backgrounds and educational experiences. Our ESOL students come from a variety of countries including: Brazil, Haiti, Nicaragua, Chile, Guatemala, Mexico, China, Honduras, Argentina, and Korea. Our GED students also present a range of educational backgrounds, work experiences, and training needs.

It has been a pleasure to see our adult learners and our volunteers working together so closely at the Wellspring Adult Learning Center. As we move into our fifth year, we continue to celebrate the joy of life-long learning and we look forward to providing another year of service to Cape Ann adults striving to reach their educational goals.

Wellspring deeply appreciates the steadfast support of the Town of Essex.

Respectfully Submitted,
Kay O'Rourke, Executive Director

SHELLFISH WARDEN

Hard to believe it has been nine months since I took over the Shellfish Constable's position. During this time, I have tried to complete several tasks left over from the previous administration.

Within the upcoming year, I hope to be able to implement several ideas to help get optimum productivity out of our clam flat usage. (i.e. predator control, putting out seed nets, purchasing and planting seed, to name a few.)

I's also like to, at this time, thank the following individuals for easing my transition: My assistants P. Wilson, D. Sargent, and S. Hartley; Town Administrator B. Zubricki; Police Chief P. Silva; and the local shell fishermen themselves, for even with over 100 days of closures, they are all adhering to all rules and regulations, which, of course, makes the job easier for all of us.

I would also like to say "all of the Shellfish Department's equipment is up and running fine at this writing."

Respectfully submitted,
Billie Knovak

TOWN ACCOUNTANT

The following reports of the accounts of the Town of Essex for the Fiscal Year 2011 are submitted in compliance with Section 61 of Chapter 41 of the General Laws of Massachusetts. Contained herein are statements of: Fund Equity, Debt Schedule, Cash Receipts, Appropriations and Expenditures, and the Combined Balance Sheet. A copy of the audited financial statements is available in the Town Accountant's office.

Certified 'Free Cash' amounts at July 1, 2011, which reflect FY11 operations, are:

General Fund	\$481,897.
Water Enterprise	\$196,670.
Sewer Enterprise	\$223,120.
Youth Enterprise	\$ 0.

Respectfully submitted,
Roxanne F. Tieri, Town Accountant

FUND EQUITY JUNE 30, 2011

General Fund	913,577
Water Fund	196,670
Sewer Enterprise Fund	1,835,932
Youth Enterprise	0

Special Revenue Fund Equity:

Ambulance Fund	256,504
Ballfield Restoration Gift	931
Board of Health Gift	84
Board of Health - Health Revolving	254
" " -Public Nurse Revolving	311
" " Triathlon Revolving	2,886
Centennial Grove Revolving	5,976
Ch 40 Sec 53G Consulting Fees	3,082
Chapter 90 Highway Fund	(1,137)
Community Policing Grant	360
Community Preservation Fund	203,289
Conomo Point Picnic Tables Gift	100
COPS Grant	372
Council on Aging Gifts	5,256
Council on Aging Grant	759
Criminal Justice Grant	26
Cultural Council Grant	4,572
DARE Grant	108
E911 Grant	1,438
Electrical Inspections Revolving	3,690
Essex Holiday Festival	2,353
EYC Department Gift	245
EYC Park Improvement Gifts	6,629
Fire Department Gift	150
Fire Equipment Grant	262
GHSB Police Grant	758
Harbormaster Gift	1,135
Hussain Gift	484
I-Net Grant - Comcast	20,000
Insurance Revolving	2,733
Library Grant	9,790
MIIA Grant - Town Hall Clock	(2,500)
Parking Lot Construction	6,140
Plumbing Inspector Revolving	1,170
Police Gift	3,340
Senior Center Project	3,772
Septic Repair Program	172,156
SETB Grant, Police	2,211

Town Hall Roof Repair	24,375	
Town Technology Fund	10,360	
Volunteer Fire Assn Grant	1,000	
War Memorial Restoration Gift	1,636	
Waterways Improvement	21,682	
Wetlands Protection	33,059	
Total Sepcial Revenue Funds		811,801
Trust Funds		
Luther T. Burnham	99,214	
Albert Cogswell	71,827	
Conservation Fund	20,971	
T.J. Coolidge	35,264	
Municipal Building	24,812	
Ryder Estate	175,482	
Selectmen's Trust	2,559	
Cemetery Perpetual Care	187,827	
Cemetery Flowers	5,792	
Cemetery Lot Care	16,644	
Cemetery Lot Sale	6,827	
Stabilization Fund	649,128	
Total Trust Funds		1,296,347
Total Fund Equity		5,054,327

DEBT SCHEDULE JUNE 30, 2011

Outstanding Maturing Debt:		
DPW Facility	200,000	
Fire Truck	75,000	
Water Treatment Plant	205,000	
Water Storage Tank	140,000	
Septic Title V	373,250	
Sewer Eastern Bank Bond	1,095,000	
Sewer MWPAT	17,692,765	
Total Bonds Payable		19,781,015
Permanent Notes:		
Water Mains	161,000	
Total Permanent Notes		161,000
Total Long Term Debt Payable		19,942,015
Temporary Note - DPW Facility		187,700

CASH RECEIPTS
JULY 1, 2010 - JUNE 30, 2011

TAXES AND EXCISE		
Personal Property	153,127	
Real Estate	10,379,007	
Tax Title	58,267	
Tax Foreclosure	3,114	
Motor Vehicle	517,384	
Boat Excise, Unreserved	5,106	
Room Occupancy	6,151	
Penalties and Interest	50,683	
		11,172,839
CHARGES FOR SERVICES		
Municipal Lien Fees	4,000	
Other Departmental	13,973	
Private Detail and COBRA Adm Fees	10,891	
DPW Fees	570	
RMV Fees	8,162	
Appeals Board	300	
Planning Board	4,543	
Rentals	119,677	
Transfer Station	144,152	
		306,268
LICENSES AND PERMITS		
Alcoholic	16,550	
Board of Health	14,347	
Building	40,197	
Cable TV	3,788	
Clam	25,225	
Dog Licenses	2,214	
Electrical	9,129	
Firearms Permits	1,825	
Fire Department Permits	9,025	
Gas/Plumbing	7,545	
Licensing Board	6,590	
Moorings	27,603	
Town Clerk Licenses	797	
		164,835
OTHER		
Earnings on Investments	7,385	
Parking Tickets	5,150	
Fines	934	
Medicare Part D	26,889	
Miscellaneous	4,194	

		44,552
FEDERAL & STATE REVENUE		
Cultural Council	3,895	
Council on Aging Grants	3,941	
DPW - Chapter 90	49,676	
Elections Grant	792	
Fire - Misc. Grants	2,500	
Library - LIG/MEG	2,453	
FEMA - storm damage	28,980	
MAPC	527	
Police - Click it or Ticket	3,307	
Police - Shannon Grant	1,692	
Police - E911	18,560	
		116,323
CHERRY SHEET REVENUE		
Cherry Sheet Assessments	(26,155)	
Loss of Taxes, State Land	7,955	
Government Assistance	207,087	
Police Career Incentive	2,718	
Veterans Exemptions	11,605	
Veterans Benefits	20,798	
		224,008
SPECIAL REVENUE FUNDS		
Ambulance	123,849	
Board of Health - Gifts, Revolving	4,172	
Cemetery Lot Sales	3,621	
Centennial Grove Revolving	7,883	
Comcast - Franchise fee	9,812	
Community Preservation Fund	53,420	
Council on Aging - Gifts	1,216	
Council on Aging - Senior Care	700	
Forest Fire Truck - Gift	3,000	
Holiday Festival Gifts	2,675	
Insurance Claims < \$20,000	932	
Police - Gifts	633	
Septic Repair Program - Loans	40,487	
Waterways Fund	5,106	
Wetlands Protection	1,640	
		259,146
TRUST FUNDS		
Burnham Trust	200	
Cemetery Flowers	13	
Cemetery Lot Care	7,868	
Cemetery Perpetual Care	5,120	
Cogswell Trust	137	
Coolidge Trust	51	

Conservation Fund	42	
Municipal Building Trust	30	
Ryder Trust	710	
Selectmen's Trust	2	
Stabilization Trust	<u>5,119</u>	19,292
WATER ENTERPRISE FUND		
Water Rates	708,128	
Other Charges	10,968	
Penalties and Interest	14,159	
Investment Income	993	
Water Betterment Principal	11,039	
Water Betterment Interest	<u>6,186</u>	751,473
SEWER ENTERPRISE FUND		
Sewer Rates	542,909	
Tax Title	10,455	
Connections and Other Charges	5,065	
Penalties and Interest	9,731	
Investment Income	2,187	
Sewer Betterment Principal	788,098	
Sewer Betterment Interest	<u>251,955</u>	1,610,400
YOUTH ENTERPRISE		
Programs Fees	<u>7,978</u>	7,978
TOTAL REVENUE		<u><u>14,677,114</u></u>
OTHER NON REVENUE CASH RECEIPTS		
Borrowing - renewal	348,700	
Collector and Deputy Fees	13,208	
Cancelled payments	3,418	
Contractor Escrow	4,000	
Due to Comm - Firearms Permits	4,000	
Due to Comm - Fish and Fowl	750	
MERSD Reimb for Telephone	3,191	
Tailings	668	
Payroll Deductions Withheld	391,353	
Police & Fire Detail	<u>171,657</u>	940,945
TOTAL CASH RECEIPTS	<u><u>15,618,059</u></u>	

Fiscal Year Ended June 30, 2011

APPROPRIATIONS AND EXPENDITURES

	Balance Forward FY10	Appropriations (Including Transfers)	+ Adjustments (Receipts, Interfund Trans)	- Net Expenditures	Closed to Fund Balance	Carried Forward FY12
GENERAL GOVERNMENT						
114 TOWN MODERATOR						
Salary		100		100	-	
Dues		20		0	20	
	0	120		100	20	-
122 BOARD OF SELECTMEN						
Salaries		58,914		58,487	427	
Procurement & Advertising		1,200		949	251	
Town Mtg A/V Services		2,250		2,080	170	
Supplies & Postage		900		900	-	
Dues, Meetings & Misc		2,000		1,189	811	
A27/07ATM Historic Records Preservation	4,095			192	-	3,903
A2/11-3-08FTM Town Planner	1,715			288	-	1,427
A23/10ATM Pocket Park Design	7,500			3,754	(0)	3,746
A28/07ATM Community Needs Survey	800			0	-	800
A1/11-15-10FTM Town Bldg Feasibility Study		50,000		10,750	-	39,250
A7/11ATM Conomo Point Appraisal		50,000		0	-	50,000
A7/11-9-09FTM Stabilization Fund					-	
	14,110	165,264	-	78,589	1,659	99,126
129 TOWN ADMINISTRATOR						
Salaries		107,630		107,630	-	
Expenses		1,000		871	129	
Travel		2,000		1,418	582	
Dues, Meetings & Misc		1,550		1,051	499	
	0	112,180		110,970	1,210	-
131 FINANCE COMMITTEE						
Expenses		410		152	258	
Reserve Fund Appropriation		85,000				
Reserve Fund transferred		(62,589)	(2,083)		20,328	
	0	22,821	(2,083)	152	20,586	0
135 TOWN ACCOUNTANT						
Salaries		43,340		40,172	3,168	
Office Supplies		870		857	13	

Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
Dues, Meetings & Travel		700		270	430	
Telephone		400		375	25	
Software Support		8,825		6,349	2,476	
Audit		34,600		34,600	-	
A30/07ATM GASB 45	3,900	(3,900)			-	
A26/10ATM Unpaid Bills					-	
A10/11-9-09FTM Unpaid Bills					-	
A23/11-15-10FTM Unpaid Bills		19		19	-	
Encumbered Telephone					-	
	3,900	84,854	0	82,643	6,111	0
141 BOARD OF ASSESSORS						
Salaries		60,677		48,577	12,100	
Mapping		27,000		11,200	-	15,800
Assessment Aids		5,095		5,095	-	
Bookbinding		500		0	500	
Consulting		15,000		4,144	10,856	
Telephone		500		383	117	
Office Supplies		1,955		1,592	364	
Dues		250		190	60	
Legal Expenses		1,000		350	651	
Other Expenses		500		0	500	-
A5/11-9-09FTM Update Ass. Maps	50			0	50	-
Encumbered Assessment Aids					-	
Encumbered Consulting					-	
	50	112,477	0	71,529	25,198	15,800
145 TOWN TREASURER/COLLECTOR						
Salaries		108,644		107,733	911	
Bank Charges		1,200		1,154	47	
Payroll Processing		6,300		5,726	574	
Telephone		600		444	156	
Postage and Envelopes		8,500		7,787	713	
Office Supplies		4,602		4,565	37	
Copier		58		58	-	
Dues and Meetings		2,100		1,925	175	

Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
Software Support		8,435		8,435	-	
Financial Advisory Services		2,575		2,500	75	
Legal Expenses		5,000		4,683	317	
Tax Title Legal Fees		5,000		3,963	1,037	
Interest due on Property Tax Abatements		814		814	-	
Encumbered Postage					-	
Encumbered Legal					-	
Encumbered Tax Title Fees					-	
	0	153,828		149,786	4,042	0
151 LEGAL						
Expenses		145,000		136,297	8,703	
	0	145,000		136,297	8,703	0
152 PERSONNEL BOARD						
Salaries		11,660		11,660	-	
Expenses		500		150	350	
		12,160		11,810	350	-
153/155 COMPUTER NETWORK						
Town Website		4,500		4,155	345	
Internet Service		2,000		1,184	816	
Network Equipment & Maintenance		3,000		2,669	331	
Financial Server Replacement	1,314			1,314	-	-
A6/07FTM Town Website	2,010			0	-	2,010
A2/11-15-10FTM Computer Hardware/Software		35,000		29,837	0	5,163
06STM Computer Upgrade, Hardware & Software	0				-	
	3,324	44,500	0	39,159	1,492	7,173
161 TOWN CLERK						
Salary		53,000		50,241	2,759	
Training		500		365	135	
Supplies		1,085		833	74	178
Copier		365		364	1	
Parking Tickets		550		429	85	36
Dues		155		114	41	
Dog Licenses		600		476	124	
	0	56,255	0	52,822	3,219	214

Fiscal Year Ended June 30, 2011

APPROPRIATIONS AND EXPENDITURES

162 ELECTIONS

	Balance Forward FY10	Appropriations (Including Transfers)	+ Adjustments (Receipts, Interfund Trans)	- Net Expenditures	Closed to Fund Balance	Carried Forward FY12
Salaries		3,662		3,662	-	
Ballots		636		636	-	
Voting List		0		0	-	
Election Expenses		3,638		3,510	128	
Town Meetings		64		0	64	
	0	8,000		7,808	192	0

163 REGISTRARS

Salaries		1,400		1,182	219	
Printing Expense		600		589	11	
Supplies & Postage		1,800		1,706	94	
	0	3,800		3,477	323	0

165 LICENSING BOARD

Salaries		2,293		2,293	-	
Expenses		175		173	2	
	0	2,468		2,466	2	-

171 CONSERVATION COMMISSION

Salaries		21,798		17,232	4,566	
Software Maintenance		900		0	900	
Telephone		400		390	10	
Dues		250		218	32	
Expenses		1,293		798	495	
Encumbered Expenses	0				-	-
	0	24,641		18,638	6,003	-

175 PLANNING BOARD

Clerical Wages		11,688		7,685	4,003	
Telephone		375		375	0	
Expenses		800		365	435	
Notices		1,500		714	786	
Technology		500		0	500	
Dues and Memberships		200		0	200	
Encumbered 5 Year Plan	0				-	-
	0	15,063	0	9,139	5,924	0

Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
176 ZONING BOARD OF APPEALS						
Clerical Wages		1,266		234	1,032	
Expenses		1,000		166	834	
	0	2,266		400	1,866	-
179 CONOMO POINT COMMISSIONERS						
Salaries		2,443		2,443	-	
Other Expenses					-	
Property Maint.					-	
A1/11-3-08FTM Subdivision Plan	14,650			6,853	0	7,797
A2/11-9-09FTM Consultant CP	13,145			12,595	-	550
	27,795	2,443		21,891	0	8,347
180 LONG TERM PLANNING COMMITTEE						
Consultant				0	-	
	0	0	0	0	0	0
181 OPEN SPACE COMMITTEE						
Office Expense		500		0	-	500
Encumbered Expenses	500			148	202	150
	500	500	0	148	202	650
193/195 TOWN PROPERTY						
Custodian Wages		19,983		18,173	1,810	
Electricity		7,800		6,361	1,439	
Fuel and Oil		19,000		18,210	790	
Water and Sewer Utility		3,000		1,458	1,542	
Telephone		2,000		1,611	389	
Supplies		3,500		3,427	73	
Office Machines		3,000		2,570	430	
G.I.S. Mapping		0		0	-	
Senior Center System Insp/Maint		4,950		3,815	1,135	
Property Expenses		20,230		19,263	967	
Town Report		4,025		3,872	153	
A13/11-15-10FTM School Emergency Generator		15,000		11,920	(0)	3,080
	0	102,488	0	90,681	8,728	3,080
TOTAL GENERAL GOVERNMENT	49,679	1,071,128	(2,083)	888,503	95,831	134,390

Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
PUBLIC SAFETY						
210 POLICE DEPARTMENT						
Salaries		888,047		840,882	41,509	5,656
Training Expenses		19,481		12,984	497	6,000
Uniform Allowance		14,750		9,663	1,020	4,067
Radio Repair & Network		7,059		7,059	-	
Telephone and Office Supplies		8,500		8,293	207	
Vehicle Fuel and Repairs		38,635		38,635	-	
National Crime Info		1,402		1,402	-	
Bapern		1,000		1,000	-	
Prisoner Lock-up		5,880		5,880	-	
Police Supplies		6,000		5,739	261	
Travel, Meetings and Dues		5,152		4,822	330	
Encumbered Salaries	5,238			4,238	1,000	
A3/11-15-10FTM Reverse 911		5,000		3,383	(1)	1,618
	5,238	1,000,906		943,980	44,823	17,341
211 EMERGENCY CENTER						
Salaries		198,924		190,907	8,017	
FICA/Retirement		29,256		27,311	1,945	
Insurance		16,157		16,157	-	
Telephone & Office Expense		5,800		3,001	2,799	
	0	250,137		237,375	12,762	-
220 FIRE DEPARTMENT						
Salaries		107,360		95,197	12,163	
Uniform Allowance (Dress)		9,500		9,377	123	
Electricity		14,901		14,901	-	
Maintenance, Building and Equipment		15,189		13,505	120	1,564
Telephone		2,609		2,609	-	
Fuel, Building		7,200		6,989	211	
Fuel, Vehicles		7,931		7,716	216	
Gas		600		576	24	
Forest Fire Equipment		3,500		3,059	441	
Radio Pagers		4,180		4,153	27	
Office Supplies		1,036		1,036	-	

Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
Dues & Subscriptions		2,100		2,090	10	
Fire Prevention		1,675		1,668	7	
Building Utilities		1,745		1,498	247	
Other Expenses		8,613		8,613	-	
Equipment Lease - Ferrara Intruder		38,652		38,652	-	
Equipment Lease - Breathing Apparatus		40,475		40,475	-	
A14/11-15-10FTM Fire Station Drainage		5,000		4,900	100	
Encumbered Maintenance					-	
	0	272,267		257,014	13,689	1,564
231 AMBULANCE						
Salaries		41,382		39,263	2,119	
Training		7,500		7,332	168	
Contracted Billing		9,000		8,030	970	
Vehicle Maintenance and Supplies		4,100		3,782	318	
Affiliation and License Fees		2,250		1,000	1,250	
A22/10ATM Purchase Ambulance	185,000			182,942	2,058	-
A8/3-12-07STM Computerized Reporting Eq/Sof	6,542			3,783	2,759	-
	191,542	64,232	0	246,132	9,642	0
241 BUILDING INSPECTOR						
Salaries		12,979		11,605	1,374	
Expenses		1,200		1,169	31	
	0	14,179		12,774	1,405	0
243 PLUMBING INSPECTOR						
Salaries		5,321		5,321	-	
Expenses		200		0	200	
	0	5,521		5,321	200	0
245 ELECTRICAL INSPECTOR						
Salaries		5,321		5,321	-	
Expenses		150		78	72	
	0	5,471		5,399	72	0
291 CIVIL DEFENSE						
Salaries		150		150	-	
Dues & Miscellaneous		1,150		780	370	
	0	1,300		930	370	0

Fiscal Year Ended June 30, 2011

APPROPRIATIONS AND EXPENDITURES

292 ANIMAL INSPECTOR

Salaries

Balance Forward FY10	Appropriations (Including Transfers)	+ Adjustments (Receipts, Interfund Trans)	- Net Expenditures	Closed to Fund Balance	Carried Forward FY12
	3,500		3,500	-	
0	3,500	0	3,500	0	0

293 DOG OFFICER/ANIMAL CONTROL OFFICER

Salaries

Expenses

	3,500		3,500	-	
	2,300		900	1,400	
0	5,800	0	4,400	1,400	0

295 HARBORMASTER

Salaries

Fuel & Oil

Boat Repairs & Maintenance

Pier & Float Maintenance

Buoys

Uniforms

Mooring Permit Printing

Expenses

	14,852		11,481	3,371	
	5,000		972	4,028	
	2,200		1,974	226	
	1,600		1,600	0	
	2,407		2,407	-	
	1,470		0	-	1,470
	2,200		1,581	619	
	423		399	24	
0	30,152	0	20,414	8,268	1,470

299 SHELLFISH DEPARTMENT

Salaries

Boat Repairs & Maintenance

Truck Expense

Dues, expenses

Uniforms & Equipment

Telephone

A31/07ATM Shellfish Truck

Encumbered Salaries

	46,429		45,909	467	53
	1,000		776	224	
	2,000		527	1,473	
	625		80	545	
	125		0	125	
	450		344	106	
				-	
				-	
0	50,629	0	47,636	2,940	53

TOTAL PUBLIC SAFETY

196,780	1,704,093	0	1,784,874	95,571	20,428
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Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
EDUCATION						
Manchester/Essex Regional School District		6,146,496		6,146,496	-	
N.S. Regional Vocational School		171,312		171,312	-	
A9/06FTM Elementary School Plumbing					-	
TOTAL EDUCATION	0	6,317,808	0	6,317,808	0	0
PUBLIC WORKS						
420 HIGHWAY DEPARTMENT						
Salaries		341,562		320,361	21,201	
Electricity & Water Utilities		5,450		3,891	1,559	
Truck Expense & Repairs		34,450		34,365	85	
Small Engine Repairs		2,200		1,561	639	
Stormwater Compliance		12,500		1,800	5,700	5,000
Grounds Maintenance		11,250		11,073	177	
Other Maintenance		7,000		6,573	427	
Tree Removal		11,500		11,497	3	
Telephone		2,200		2,094	106	
Fuel		7,440		5,412	2,028	
Office Supplies		2,500		1,944	556	
Misc. Supplies & Tools		2,900		2,656	208	36
Highway Maintenance		78,916		76,300	2,616	
Meetings, Dues & Misc.		1,600		1,107	493	
Clothing Allowance		1,760		1,760	-	
Equipment Lease		14,137		14,136	1	
Playground Equipment		10,000		9,341	659	
Drug & Alcohol Testing		750		300	450	
Bridge Repair		1,000		0	1,000	
Monitoring Wells		7,500		5,450	2,050	
Enc Stormwater Compliance					-	
	0	556,615	0	511,621	39,958	5,036
423 Snow Removal		115,755		115,755	-	

Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
424 Street Lighting		13,104		13,104	-	
 430 TRANSFER STATION						
Salaries		12,797		11,618	1,179	
Trash Contract		151,200		143,059	8,141	
Maintenance & Equip		1,200		730	470	
Telephone		425		384	42	
Inspection Services		1,000		500	500	
Transfer Station Stickers		650		530	120	
Electricity		2,500		1,795	705	
Recycling Contract		16,000		10,678	5,322	
Hazardous Waste		7,000		3,775	3,225	
	0	192,772	0	173,068	19,704	0
 449 Wastewater Project						
Sampling					-	
Legal		16,500		16,500	-	
	0	16,500	0	16,500	0	0
 491 CEMETERY DEPARTMENT						
Salaries		41,342		36,502	4,840	
Maintenance		2,500		2,491	9	
Materials		3,500		3,448	52	
Electricity		400		161	239	
	0	47,742		42,602	5,140	-
 TOTAL PUBLIC WORKS	0	942,488	0	872,650	64,802	5,036
 HEALTH AND HUMAN SERVICES						
 512 BOARD OF HEALTH						
Salaries		122,610		117,319	5,291	
Contracted Services		4,000		2,902	1,098	
Advertising		600		0	600	
Office Supplies		1,800		1,790	10	

Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
Telephone		900		785	115	
Water Testing		570		460	110	-
Postage		400		352	48	
Dues and Meetings		1,500		679	821	
Other Expenses		1,200		1,162	38	
Mileage		2,000		1,154	707	139
Enc Water Testing	30			30	-	
	30	135,580	0	126,631	8,840	139
541 COUNCIL ON AGING						
Clerical Salary		1,843		1,671	172	
General Expense		3,500		1,397	2,086	17
Vehicle Gas & Maintenance		2,000		1,262	738	
	0	7,343		4,330	2,996	17
520 Social Service Agencies		6,817		6,817	-	
543 VETERANS BENEFITS						
District Assessment		12,000		11,798	203	
Ordinary Benefits		20,000		14,318	5,682	
	0	32,000		26,115	5,885	0
TOTAL HEALTH AND HUMAN SERVICES	30	181,740	0	163,894	17,720	156
CULTURE AND RECREATION						
610 LIBRARY						
Salaries		63,610		62,165	1,445	
Telephone		800		762	38	
Supplies & Postage		994		994	-	
Copier Expense		456		295	161	
MVLC Membership		12,412		12,412	-	
Materials		14,655		14,517	138	
Travel		132		94	38	
	0	93,059	0	91,240	1,819	0

Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
546 CENTENNIAL GROVE MGMT.						
Sanitation Facilities		3,500		2,300	1,200	
Maintenance		500		500	-	
A4/11-3-08FTM Centennial Grove Floats	296			296	-	-
	296	4,000	0	3,096	1,200	0
692 MEMORIAL DAY						
Expenses		900		814	86	
TOTAL CULTURE AND RECREATION	296	97,959	0	95,150	3,105	0
OTHER						
RETIREMENT FUND						
Essex Regional Assessment		226,624		221,934	4,690	
INSURANCE AND OTHER						
Workmen's Compensation		8,443		6,908	1,535	
Unemployment		27,792		27,791	1	
Group Health Insurance		468,516		372,918	95,598	
Blanket		64,848		59,624	5,224	
FICA Employer Taxes		60,500		60,301	199	
Enc Unemployment	3,100			3,100	-	
	3,100	630,099	0	530,641	102,557	0
DEBT						
A27/10ATM Septic Debt		26,301		26,301	-	
Debt Service Principal		105,100		105,100	-	
MERSD Debt Assessment		800,492		796,814	3,678	
Bond Interest		15,303		15,302	1	
	0	947,196	0	943,517	3,679	0
TOTAL OTHER	3,100	1,803,919	0	1,696,092	110,927	0
TOTAL GENERAL FUND OPERATING BUDGET	249,885	12,119,135	(2,083)	11,818,970	387,957	160,010

Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
CAPITAL PROJECTS, GENERAL						
Parking Lot	6,140				-	6,140
Town Hall Roof Repair	24,375				-	24,375
Senior Center	4,934			1,162	-	3,772
Total Capital Projects	35,449	0	0	1,162	0	34,287
TOTAL GENERAL FUND OP & CPTL	285,334	12,119,135	(2,083)	11,820,132	387,957	194,297
COMMUNITY PRESERVATION						
A16/10ATM Admin Expenses		2,662			2,662	0
A2/3-9-09 STM Hearse House Preserv	544			103	-	441
A2/3-9-09 STM Admin Expenses	2,705				2,705	0
TOTAL COMMUNITY PRES.	3,249	2,662	0	103	5,367	441
WATER ENTERPRISE						
Salaries		\$ 278,737		\$ 260,256	\$ 18,481	
Electricity		44,630		39,787	4,843	
Truck Expense & Repairs		9,100		7,205	1,895	
Maintenance		25,000		23,934	1,066	
Contractors		6,500		6,131	369	
Well Cleaning		52,500		52,350	150	
Clothing Allowance		1,320		1,320	-	
Telephone		2,760		2,725	35	
EPA & State Mandated Testing		4,000		3,109	891	
Fuel		7,600		7,314	286	
Lab Supplies		2,635		2,635	-	
Office Supplies		3,000		2,995	5	
Tools and Supplies		3,600		3,491	109	
Meter Reading Units		10,000		9,480	520	

Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
Materials		3,365		3,262	102	
Chemicals		95,000		77,920	17,080	
Pipe Fittings and Meters		11,000		10,392	608	
Meetings, Dues		3,800		2,791	1,009	
Backflow Testing		1,900		1,320	580	
Drug & Alcohol Testing		400		270	130	
Sludge Removal		10,110		10,110	0	
Truck Lease		15,765		15,723	42	
FICA & Retirement		33,954		32,167	1,787	
Workmen's Comp.		3,000		2,686	314	
Group Health Insurance		43,000		42,412	588	
Blanket Insurance		11,000		9,190	1,810	
Total Water Operations	\$ -	\$ 683,676		\$ 630,977	\$ 52,699	\$ -
WATER DEBT SERVICE						
Debt Principal		35,000		35,000	-	
Debt Interest		14,700		14,700	0	
Interest on Short Term Note		14,933		14,933	0	
Total Water Debt	\$ -	\$ 64,633		\$ 64,633	\$ 0	\$ -
WATER CAPITAL AND SPECIAL						
A23/09ATM Generator Lease/Purchase	\$ -			0	-	
TOTAL WATER FUND BUDGET	\$ -	\$ 748,309		\$ 695,610	\$ 52,699	\$ -

SEWER ENTERPRISE						
Salaries		\$ 134,826		\$ 125,546	\$ 9,280	
Clothing Allowance		440		440	-	
Electricity		42,230		26,011	16,219	
Truck Expense & Repairs		3,750		3,748	2	
Maintenance		64,000		56,459	1,041	6,500
City of Gloucester		400,500		290,571	109,929	
Backflow Testing		600		440	160	

Fiscal Year Ended June 30, 2011	Balance	Appropriations	+ Adjustments	- Net	Closed to	Carried
APPROPRIATIONS AND EXPENDITURES	Forward FY10	(Including Transfers)	(Receipts, Interfund Trans)	Expenditures	Fund Balance	Forward FY12
Chemicals		6,180		4,412	1,768	
Telephone		2,100		1,778	322	
Fuel		8,240		2,992	5,248	
Office Supplies		1,200		1,104	96	
Misc. Supplies & Tools		3,000		2,827	173	
Materials		1,500		1,325	175	
Meetings, Dues & Misc.		925		438	487	
Drug & Alcohol Testing		240		0	240	
FICA & Retirement		16,405		15,762	643	
Workmen's Comp.		1,300		475	825	
Group Health Insurance		25,403		25,403	-	
Blanket Insurance		4,000		2,693	1,307	
Encumbered - City of Gloucester, usage					-	
Total Sewer Operations	\$ -	\$ 716,839	\$ -	\$ 562,425	\$ 147,914	\$ 6,500
SEWER DEBT SERVICE						
Debt Principal		1,094,350		1,094,350	0	
Debt Interest & Fees		197,608		197,607	1	
Total Sewer Debt	\$ -	\$ 1,291,958		\$ 1,291,956	\$ 2	\$ -
SEWER CAPITAL AND SPECIAL						
A4/06FTM Sewer Project Closeout	\$ 6,600			\$ 3,479	-	\$ 3,121
Total Capital and Special	\$ 6,600	\$ -		\$ 3,479	\$ -	\$ 3,121
TOTAL SEWER FUND BUDGET	\$ 6,600	\$ 2,008,797		\$ 1,857,860	\$ 147,916	\$ 9,621
YOUTH ENTERPRISE						
Youth Program Expense		51,433	2,083	47,783	5,733	
TOTAL YOUTH ENTERPRISE BUDGET	0	51,433	2,083	47,783	5,733	0
GRAND TOTAL ALL FUNDS	\$ 295,183	\$ 14,930,336	\$ -	\$ 14,421,488	\$ 599,672	\$ 204,359

Town of Essex
Combined Balance Sheet
June 30, 2011

	General	Special Revenue	Capital Projects	Enterprise	Trust & Agency	General Long-Term Obligations	Total
Assets							
Cash and Investments	\$ 5,336,695						\$ 5,336,695
Cash - Due to/Due from Other Funds	\$ (4,231,171)	\$ 793,056	\$ 30,131	\$ 2,077,593	\$ 1,330,391		\$ (0)
Receivables	\$ -	\$ 35,496			\$ -		\$ 35,496
Personal Property Taxes	\$ 5,587						\$ 5,587
Real Estate Taxes	\$ 211,447						\$ 211,447
Allowance for Abatements & Exemp.	\$ (51,558)						\$ (51,558)
Tax Liens Receivable	\$ 535,708	\$ 188		\$ 11,598			\$ 547,493
Deferred Taxes/Betterments	\$ 73,701			\$ 10,834			\$ 84,535
Taxes In Litigation Receivable	\$ 139,083	\$ 813		\$ 32,335			\$ 172,231
Betterment Assessments, Apportnd		\$ 357		\$ 50,836			\$ 51,193
Betterment Assessments Unappor	\$ 116,442	\$ 251,366		\$ 12,255,528			\$ 12,623,336
Excises	\$ 31,039						\$ 31,039
Departmental				\$ 71,517			\$ 71,517
Intergovernmental	\$ 548		\$ -		\$ -		\$ 548
Other Assets - Tax Possessed	\$ 30,005						\$ 30,005
Amount to be Provided						\$ 19,942,015	\$ 19,942,015
Total Assets	\$ 2,197,526	\$ 1,081,275	\$ 30,131	\$ 14,510,242	\$ 1,330,391	\$ 19,942,015	\$ 39,091,579
Liabilities and Fund Equity							
Liabilities							
Warrants Payable	\$ 164,601	\$ 1,440	\$ -	\$ 48,112	\$ 4,376		\$ 218,529
Accounts Payable	\$ 23,508				\$ 75,802		\$ 99,310
Details Payable					\$ (39,308)		\$ (39,308)
Deferred Revenue - Property Taxes	\$ 239,177						\$ 239,177
Deferred Revenue - Other	\$ 852,277	\$ 288,219	\$ -	\$ 12,432,649			\$ 13,573,145
Bonds and Notes Payable		\$ -	\$ 187,700	\$ -			\$ 187,700
Accrued Payroll Withholdings							\$ -
Due To Other Funds				\$ -			\$ -
Other Liabilities	\$ 4,386						\$ 4,386
Bonds Payable						\$ 19,942,015	\$ 19,942,015
Total Liabilities	\$ 1,283,949	\$ 289,659	\$ 187,700	\$ 12,480,760	\$ 40,870	\$ 19,942,015	\$ 34,224,953
Fund Equity							
Retained Earnings				\$ 410,749			\$ 410,749
Reserved for Debt				\$ 661,144			\$ 661,144
Reserved for Encumbrances	\$ 160,010			\$ -			\$ 160,010
Reserved for Expenditures	\$ 216,589	\$ 72,250		\$ 957,589	\$ 10,000		\$ 1,256,428
Reserved for Special Purposes	\$ 695	\$ 644,516	\$ (157,569)	\$ -	\$ 1,279,520		\$ 1,767,162
Unreserved	\$ 544,067	\$ 74,851					\$ 618,918
Designated for Deficits	\$ (7,784)						\$ (7,784)
Total Fund Equity	\$ 913,577	\$ 791,616	\$ (157,569)	\$ 2,029,481	\$ 1,289,520	\$ -	\$ 4,866,626
Total Liabilities and Fund Equity	\$ 2,197,526	\$ 1,081,275	\$ 30,131	\$ 14,510,242	\$ 1,330,391	\$ 19,942,015	\$ 39,091,579

TOWN BUILDING COMMITTEE

Finishing its third year of work, the Town Building Committee (TBC) has continued to move forward with the completion of the feasibility study that was funded at the Special Town Meeting in November 2010. Since that time, the consultant performing the study, Reinhardt Associates of Agawam, MA, has worked to assess municipal department needs and the town buildings and to complete the study.

The committee has had several meetings with Reinhardt personnel over the course of the study, reviewing findings as they have been prepared as part of the staged work of the feasibility study. Some highlights from these meetings and from Reinhardt's study, which will be publicly available at its completion, are summarized below.

The first phase of the feasibility study, a departmental needs analysis, has found that the municipal departments included in the study - fire, police, town offices and the library - all currently operate in undersized quarters, some more so than others. Recommendations for adequately sized spaces are included in the feasibility study and are used as guidelines for the subsequent phases of the study's analyses.

As part of the second phase of the study, an analysis of the John Wise Avenue site adjacent to the cemetery found that the site could, with some creative storm water management solutions, adequately and safely house both public safety departments - the fire and police departments. In the study, Reinhardt prepared a conceptual plan for a building, which presents a one-story residential scale building at the street side, adequate parking for the on-call firemen, as well as the public, and fire equipment storage at the rear of the property, down the slope, thus sheltering it from the street. The general consensus of the committee was that this solution was attractive and a creative approach to a potentially problematic site.

As a final part of the public safety phase of the study, an assessment of the current public safety building found that it cannot adequately continue to house the public safety departments and that the site itself is of insufficient size to support even a redesigned facility at that location.

The third phase of the study addressed the existing town hall and library building, considering its current condition and the potential of keeping it as town offices and a library, as town offices alone and as a library alone. The analysis of the current facility has identified a host of problems with the building, ranging from the deteriorating exterior, to unsafe and unsanitary conditions in the building, to electrical and mechanical deficiencies in all the services. In addition, the existing building meets neither handicap accessibility requirements nor life-safety fire protection requirements. The study includes recommendations for repairs as well as conceptual proposals for ways that the departments could be housed in the existing structure.

The fourth phase of the study included an analysis of the existing public safety building site, 24 Martin Street, to house the town offices and library. The existing building is found to be structurally, mechanically and functionally inadequate to warrant restoration for a new town building. Therefore, this phase of the study focused on a new facility at this site for town office

and the library. Again, Reinhardt prepared a conceptual design which met the requirements of the space needs analysis in a functional and attractive building plan. The proposed conceptual design also includes a community room facility at the level of the public parking lot to the rear of this site.

All of the building proposals considered in the second to fourth phases of the work are accompanied by construction cost estimates, as well as life cycle operating estimates, for the town's use in comparing the various options. As noted above, the study will be publicly available and the committee will be holding public forums to present the material and to address questions from forum participants.

The committee also worked closely with the Selectmen and the Town Administrator prior to the 2011 Special Town Meeting in November to prepare a proposal to move the town offices to the existing Lahey Clinic building further down Main Street. Although this proposal for the necessary debt-exclusion override was approved by the necessary two-thirds vote at that meeting, it was later voted down in a public election. Moving town offices to this building would have very economically settled one town department for at least the next 30 years. This solution would, in the long run, be much less expensive than any of the proposals for either new construction or renovation of the existing building. In addition, separating the town offices and the library into different buildings would have made the library eligible for state funding. Currently libraries are the only municipal function that can still receive state grant money for construction purposes, but this is only given to libraries who are the sole occupants of their buildings. Keeping the library with the town offices, as they are now, will not permit the town to qualify for any state grant money.

The Town Building Committee intends to continue working together, with the feasibility study now complete, to bring this information forward to the town and to make recommendations to the Selectmen for steps to move building plans forward.

Respectfully submitted,
Lisa J. O'Donnell, Chair

TOWN CLERK

During the calendar year 2011 the Office of the Town Clerk along with the Board of Registrars assisted with the Annual Town Meeting (May 2, 2011) and one Special Town Meeting (November 14, 2011) as well as two Special Elections (June 15, 2011 and November 21, 2011). The Board of Registrars also conducted over fifty hearings for voter registration challenges.

A total of 467 Dog Licenses were issued.
Two Kennel Licenses were issued.
38 Business Certificates were issued.
30 children were born to Essex residents, including one set of twins.
22 Essex residents passed in 2011.

12 couples filed their marriage intentions in the Town of Essex in 2011.

Please remember to register to vote if you are a new resident. Many local government decisions are made during Town Meeting and as more people participate the status of our local affairs will truly represent the will of our residents.

Respectfully submitted,
Christina Wright

**ANNUAL TOWN MEETING
May 2-3, 2011**

The 192nd Annual Town Meeting of the Town of Essex was called to order at 7:32 p.m. by Moderator Rolf P. Madsen. A quorum of over 400 voters was present at the time.

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Essex, qualified to vote as the laws direct, of the Annual Town Election to bring to ballot for the following officers:

Moderator for one year
Selectman for three years
Assessor for three years
Board of Health Member for three years
Two Constables for one year
Regional School Committee Member for three years
Trustee of Library Funds for one year
Trustee of Library Funds for three years
Planning Board Member for two years
Planning Board Member for five years
Housing Authority Member for five years

AND, to do this by vote on one ballot. The polls will be open on Monday, May 9, 2011 at 7:00 o'clock A.M. and will close at 8:00 o'clock P.M. at the Essex Fire and Police Headquarters.

The following people were appointed as tellers: Wendy Fossa, Karen Greene, Sandy Ginn, (Susan) "Scotti" Robinson, Andrew Cataldo, Nancy Muniz, Greg Crockett, Mike Dyer, Annie Cameron, Tyler Stavros, Karen Bernier, Suzanne Lynch, Meg Lewiecki, Patty Byrne, Vickie Cataldo, Kathy Azadian, Dawn Burnham, Karen Zanelis, Jimmy O'Donnell and Carolyn Knowlton.

There were no objections made to the tellers appointed.

A motion was made and duly seconded to waive the reading of the warrant.

Voted unanimously.

A motion was made and duly seconded to appoint David J. Lane as the deputy moderator.
Voted unanimously.

Motion made by A. Raymond Randall, Jr., duly seconded, that Articles 5 and 6 be considered before Article 1.
Voted unanimously.

ARTICLE 5: SELECTION OF TOWN OFFICERS

Motion made by Jeffrey Jones, duly seconded, that the Town authorize the Board of Selectmen to appoint a Surveyor of Bark and Lumber.
Voted unanimously.

ARTICLE 6: REPORT OF TOWN OFFICIALS

Motion made by A. Raymond Randall, Jr., duly seconded, that the Town receive the Reports of the Town Officials, Boards, and Committees contained in the Annual Town Report with the understanding that, due to transcription errors in the Minutes of the 2010 Annual Town Meeting, a Supplement to the Annual Report will be printed and made available to the public.
Motion carries unanimously.

ARTICLE 1: SOUTHERN CONOMO POINT ZONING DISTRICT

Motion made by Kimberly Drake, duly seconded, that the Town vote to amend the Town of Essex Bylaws, Chapter VI, "Zoning", by inserting a new section, to be numbered as Section 6-11, as printed in Article 1 of the Annual Town Meeting Warrant.

Declared 2/3rds vote.

Motion carries.

[Note to reader: This article was revisited during this Town Meeting. Please read further for details.]

ARTICLE 2: PROCEDURE FOR SALE OR LEASE OF PROPERTY AT CONOMO POINT

Motion made by A. Raymond Randall, Jr., duly seconded, that the Town vote to amend its General Bylaws by adding a new section to Chapter II to be known as "Section 2-13.13. Procedure for Sale or Lease of Property at Conomo Point" as printed in Article 2 of the Annual Town Meeting Warrant, but replacing the word "occupants" with the word "leaseholders" in section 2(e).

Motion made by Edward Neal, duly seconded, that this article be indefinitely postponed.

Vote to indefinitely postpone the article – Fails.

Vote on main motion carries.

[Note to reader: This article was revisited during this Town Meeting. Please read further for details.]

ARTICLE 3: AUTHORITY TO CONOMO POINT COMMISSIONERS TO NEGOTIATE LEASES

Motion made by Jeffrey Jones, duly seconded, that the Town vote to authorize the Board of Selectmen, serving in their capacity as Conomo Point Commissioners, to lease all or any portions of its property at Conomo Point for such number of years, not to exceed five (5), as are acceptable

to the Board of Selectmen and to authorize the Board of Selectmen to set the amount of rent for any such leases upon such terms and conditions and for such consideration as deemed to be in the best interests of the Town by the Board of Selectmen, in accordance with the Bylaw approved under Article 2 of this Annual Town Meeting, if applicable.

Motion carries.

[Note to reader: This article was revisited during this Town Meeting. Please read further for details.]

ARTICLE 4: MEMBERSHIP OF THE CONOMO POINT PLANNING COMMITTEE

Motion made by A. Raymond Randall, Jr., duly seconded, to open the floor for nominations for the vacancy on the Conomo Point Planning Committee.

Motion made by Michael Dyer to nominate Clifford Ageloff; Ageloff accepts.

Motion made by Mark Lynch to nominate A. Raymond Randall, Jr.; Randall accepts.

A voice vote is taken and A. Raymond Randall is appointed.

[Note to reader: Articles 5 and 6 were moved to before Articles 1-4]

Motion made by Jeffrey Soulard, duly seconded, that Articles 7-19 be postponed until after Articles 20 and 21 have been disposed of.

Voted unanimously.

Motion made by A. Raymond Randall, duly seconded, that Article 1 be reconsidered.

Reconsideration fails.

Motion made by Lisa O'Donnell, duly seconded, that Article 2 be reconsidered.

Reconsideration fails.

Motion made by Jeffrey Jones, duly seconded, that Article 3 be reconsidered.

Reconsideration fails.

[Note to reader: It was previously moved that Articles 20 and 21 be visited prior to Articles 7-19.]

ARTICLE 20: MORATORIUM ON ALLOCATION OF RESERVE CAPACITY

Motion made by Paul Rullo, duly seconded, that the Town vote to amend Section 7-7.5 of the Town of Essex Bylaws, which is printed in Article 20 of the Annual Town Meeting Warrant, by deleting said Section 7-7.5 and replacing it with the following:

7-7.5 MORATORIUM ON ALLOCATION OF RESERVE CAPACITY. Notwithstanding any other provisions of this by-law to the contrary, the Town shall not allow any sewer connections or extensions except as identified in 7-7.2, 7-7.4 and 7-7.6 of this by-law until after September 30, 2012. The Town shall not allow the expansion of any use connected to the sewer system that would increase the design flow above 330 gpd until after September 30, 2012.

Said amendment shall not take effect unless and until the Board of Public works reconciles its

Voted by the majority.

Motion made by Andrew St. John, duly seconded, that the Town vote to amend the current Zoning Bylaw of the Town of Essex (hereinafter the “Zoning Bylaw”) by inserting a new Section 6-13 entitled “Open Space Residential Development” into Chapter VI of the Zoning Bylaws as printed in Article 21 of the Annual Town Meeting Warrant, noting that the warrant references Section 6-14 and that all references to “14” will be changed to “13”.

Motion to indefinitely postpone fails.

Standing counted vote:

	Yes: 204
	No: 42
	Motion carries.

Voted unanimously.

Continuation of the Annual Town Meeting, May 3rd, 2011, called to order at 7:31pm at the Essex Elementary School by Moderator Rolf P. Madsen. A quorum of over 150 voters was present.

ARTICLE 7: FUNDING FOR PROFESSIONAL APPRAISAL SERVICES FOR CONOMO
POINT LAND

Motion carries.

ARTICLE 8: CONOMO POINT LEGAL SERVICES

Motion carries.

ARTICLE 9: FISCAL YEAR 2012 WAGE AND SALARY SCALE

Motion made by Mark Osburn, duly seconded, that the Town vote to approve the Wage and Salary scale for fiscal year 2012 in accordance with the recommendations of the Personnel Board Report.

Motion carries.

ARTICLE 10: COMPENSATION OF ELECTED OFFICERS

Motion made by Mark Osburn duly seconded, that the Town fix the salary and compensation of each of the elected officers of the Town as required by Massachusetts General Law Chapter 41, Section 108, as amended, for fiscal year 2012 in accordance with the recommendations of the Personnel Board Report.

Voted unanimously.

ARTICLE 11: FINANCE COMMITTEE REPORT

Motion by Jeffrey Soulard, duly seconded, that the Town vote to appropriate the sum of \$5,699,645 and to a) raise by taxation the sum of \$944,191 for debt repayment, principal and interest; b) transfer from the Cemetery Sale of Lots Fund the sum of \$4,400 to the Cemetery Budget; c) transfer from the Cemetery Lot Care Fund the sum of \$9,700 to the Cemetery Budget; d) transfer from the Cemetery Perpetual Care Fund the sum of \$300 to the Cemetery Budget; e) transfer from the Wetlands Protection Fund the sum of \$3,500 to the Conservation Commission Budget; f) transfer from free cash the sum of \$216,589 to the Health Insurance Budget, g) transfer from the Ambulance Fund the sum of \$67,850 to the Ambulance Budget; h) to raise and appropriate by taxation the sum of \$4,453,115 to be allocated between the salaries and expenses of the Town according to the remaining budget items as indicated in the Finance Committee Report, with a \$77,612 portion of said appropriation (as noted on the handout entitled "Town of Essex, Article 11 Operating Budget w/Contingency column, May 3, 2011, Fiscal Year 2012 General Fund") to be made contingent upon a vote at a Town election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 ½, so called.

Motion carries.

ARTICLE 12: SEWER ENTERPRISE FUND

Motion made by Paul Rullo, duly seconded, that Article 12 be indefinitely postponed.

Voted unanimously.

ARTICLE 13: SEWER ENTERPRISE FUND BUDGET

Motion by Paul Rullo, duly seconded, that the Town vote to appropriate the sum of \$1,896,801 for the Sewer Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$927,589 from sewer betterments and the sum of \$360,728 to be raised by taxation; and b) funds to be allocated between the salaries and expenses of the Wastewater Department – \$578,484 from departmental receipts and the sum of \$30,000 from a surplus in the "Fund Balance Reserved for Debt Service"; all as indicated in the Finance Committee Report.

Voted unanimously.

ARTICLE 14: WATER ENTERPRISE FUND

Motion by Paul Rullo, duly seconded, that Article 14 be indefinitely postponed.

Voted unanimously.

ARTICLE 15: WATER ENTERPRISE FUND BUDGET

Motion by Paul Rullo, duly seconded, that the Town vote to appropriate the sum of \$704,519 for the Water Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$13,927 from water betterments and the sum of \$48,475 from departmental receipts; and b) funds to be allocated between the salaries and expenses of the Water Department – \$642,117 from departmental receipts; all as indicated in the Finance Committee Report.

Voted unanimously.

ARTICLE 16: YOUTH ENTERPRISE FUND

Motion by A. Raymond Randall, Jr., duly seconded, that the Town transfer from Youth Enterprise Free Cash the sum of \$34,312 and to transfer from General Fund Free Cash the sum of \$3,410.90 for the purpose of funding the Youth Enterprise Fund for the remainder of fiscal year 2011.

Voted unanimously.

ARTICLE 17: CEASING THE YOUTH ENTERPRISE FUND

Motion by A. Raymond Randall, Jr., duly seconded, that the Town vote to revoke its acceptance of the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws as it relates to the Youth Enterprise Fund, ceasing the Youth Enterprise Fund effective July 1, 2011.

Voted unanimously.

ARTICLE 18: MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT BUDGET

Motion by Greg Carroll, duly seconded, that the Town vote to raise and appropriate the sum of \$6,286,067 to fund the Town's assessment from the Manchester Essex Regional School District - said sum to be calculated solely in accordance with the "Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District", as most recently amended, by invoking and approving the provision found in paragraph four of Massachusetts General Laws chapter 71, section 16B allowing District members "to reallocate the sum of their required local contributions to the district in accordance with the regional agreement", for the fiscal year beginning July first, two thousand eleven, with a \$109,338 portion of said appropriation to be made contingent upon a vote at a Town election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 ½, so called.

Voted unanimously.

ARTICLE 19: NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT BUDGET

Motion by George Harvey, duly seconded, that the Town vote to raise and appropriate the sum of \$84,860 to pay the Town's share of the costs of the North Shore Regional Vocational School District for the fiscal year commencing July 1, 2011.

Voted unanimously.

[Note to reader: Articles 20 and 21 were discussed prior to Article 7.]

ARTICLE 22: SNOW AND ICE OVERTIME

Motion by Jeffrey Soulard, duly seconded, that Article 22 be indefinitely postponed.

Voted unanimously.

ARTICLE 23: COMMUNITY PRESERVATION

Motion by Virginia Boutchie, duly seconded, that the Town appropriate or reserve from Fiscal Year 2012 Community Preservation Fund estimated annual revenues, or other available funds, all as specified on the Community Preservation Act Town Meeting Handout, the amounts recommended by the Community Preservation Committee for Open Space Reserve, Historic Resources Reserve, Community Housing Reserve, Budgeted Reserve, administrative expenses, and other expenses in Fiscal Year 2012, with each item to be considered separately as indicated on the handout.

Voted unanimously.

ARTICLE 24: DEMOLITION DELAY REVIEW

Motion made by Richard Stevens, duly seconded, that the Town vote to amend the Town of Essex Bylaws by adding a new section to Chapter IV to be known as "Section 4-15. DEMOLITION DELAY/REVIEW." as printed in Article 24 of the Annual Town Meeting Warrant, but deleting Sections 4-15.3(14), (15), and (16), and replacing them with the following:

14. The Building Inspector may issue a Permit to Demolish a preferably preserved building within the four-month delay period if the Commission notifies the Building Inspector in writing that the Commission, after further review and receipt of updated plans, finds that the intent and purpose of this bylaw are served, or there is an emergency as defined in Section 4-15.5 of this bylaw.
15. Following the four-month delay period, subject to any other applicable requirements, the Building Inspector may issue the Permit to Demolish.

Counted vote requested: Yes – 113

No – 62

Passed by the majority.

ARTICLE 25: BUILDING PERMIT FEES

Motion made by Lisa O'Donnell, duly seconded, that the Town vote to amend the building permit fee section contained in Essex Bylaw Section 2-7A by increasing the "Cost of Construction" fee to "\$10.00 per \$1,000 plus minimum fee".

Motion carries.

ARTICLE 26: DOG LICENSE FEES

Motion made by Jeffrey Jones, duly seconded, that the Town vote to amend the dog licensing fee section contained in Section 8 of the Essex Animal Control Bylaw, by deleting said section in its entirety, and by replacing it with a revised section as printed in Article 26 of the Annual Town Meeting Warrant.

Motion carries.

ARTICLE 27: PROCEDURES FOR OBTAINING NOMINATION PAPERS

Motion by A. Raymond Randall, Jr., duly seconded, that the Town vote to accept the provisions of § 9A of Chapter 53 of the General Laws, which establishes procedures for obtaining nominations papers for Town offices.

Voted unanimously.

ARTICLE 28: NEW POLICE CRUISER

Motion by Jeffrey Jones, duly seconded, that the Town vote to raise and appropriate \$31,000 to purchase a fully-equipped police cruiser in order to replace one of the Town's existing police cruisers; and to authorize the Board of Selectmen to dispose of the vehicle replaced by the new cruiser by sale or trade and to take other action as necessary to effectuate the purposes of this vote, with said sum to be made contingent upon a vote at a Town election to approve a capital outlay expenditure exclusion in accordance with the provisions of Proposition 2 ½, so called.

Voted unanimously.

ARTICLE 29: MODULAR POLICE AREA

Motion by Jeffrey Soulard, duly seconded, that the Town vote to raise and appropriate \$45,000 for the purpose of purchasing, preparing, and furnishing a portable modular unit to be located on Town property for the Police Department with said sum to be made contingent upon a vote at a Town election to approve a capital outlay expenditure exclusion in accordance with the provisions of Proposition 2 ½, so called.

Voted unanimously.

ARTICLE 30: DPW DUMP TRUCK WITH SNOW PLOW

Motion by Paul Rullo, duly seconded, that the Town vote to authorize a lease for a term of more than three years with an option to purchase a dump truck equipped with a snowplow, and to authorize the Board of Selectmen to enter into a lease/purchase agreement on such terms and conditions as the Board deems in the best interest of the Town in order to replace one of the existing Town dump trucks; and to authorize the Board of Public Works to dispose of the vehicle replaced by the new dump truck by sale or trade and to take other action as necessary to effectuate the purposes of this vote.

Motion carries.

ARTICLE 31: NEW COPY MACHINE FOR TOWN HALL

Motion by Jeffrey Jones, duly seconded, that the Town vote to raise and appropriate \$7,000 for the purchase of a new copying machine for the Town Hall, with said sum to be made contingent upon a vote at a Town election to approve a capital outlay expenditure exclusion in accordance with the provisions of Proposition 2 ½, so called.

Motion carries.

ARTICLE 32: MAIN STREET PARKING LOT LEASE

Motion by Jeffrey Jones, duly seconded, that Article 32 be indefinitely postponed.

Voted unanimously.

ARTICLE 33: UNPAID BILLS

Motion by Jeffrey Soulard, duly seconded, that Article 33 be indefinitely postponed.

Motion carries unanimously.

**ARTICLE 34: REPAYMENT FOR COMMUNITY SEPTIC MANAGEMENT PROGRAM
LOANS**

Motion by Jeffrey Jones, duly seconded, that the Town vote to transfer from the Town Septic Betterment Fund \$26,301 for the purpose of making necessary payments to the Massachusetts Water Pollution Abatement Trust during fiscal year 2012 in accordance with the terms of repayment for Community Septic Management Program loan funds.

Voted unanimously.

ARTICLE 35: TOWN STABILIZATION FUND

Motion by Jeffrey Soulard, duly seconded, that Article 35 be indefinitely postponed.

Voted unanimously.

ARTICLE 36: REVOLVING FUND FOR DOG OFFICER

Motion by Lisa O'Donnell, duly seconded, that the Town vote pursuant to Massachusetts General Laws chapter 44, section 53E ½ to reauthorize a revolving fund for the Dog Officer for the purpose of compensating the Dog Officer for the care of impounded dogs and for reimbursing the Dog Officer for all associated expenses. Payments from dog owners seeking to claim impounded dogs shall be credited to the fund and expenditures from the fund shall be authorized by the Board of Selectmen up to a maximum of \$10,000.

Voted unanimously.

ARTICLE 37: YOUTH TRIATHLON REVOLVING FUND

Motion by David Driscoll, duly seconded, that the Town vote pursuant to Massachusetts General Laws chapter 44, section 53E ½ to reauthorize a revolving fund for the Board of Health for the purpose of purchase of supplies and services as deemed necessary by the Board of Health for the purpose of the planning and execution of an annual youth triathlon or other exercise program. Donations, grants and fees collected for said purpose shall be credited to the fund and expenditures from the fund shall be authorized by the Board of Health up to a maximum of \$12,000.

Voted unanimously.

ARTICLE 38: BOARD OF HEALTH REVOLVING FUND

Motion by David Driscoll, duly seconded, that the Town vote pursuant to Massachusetts General Laws chapter 44, section 53E ½ to reauthorize a revolving fund for the Board of Health for the purpose of purchase of supplies and services as deemed necessary by the Board of Health Department for the purpose of health, safety, and/or emergency planning, preparation and education. Donations, grants and fees collected for said purpose shall be credited to the fund and expenditures from the fund shall be authorized by the Board of Health up to a maximum of \$10,000.

Voted unanimously.

ARTICLE 39: REVOLVING FUND FOR BOARD OF HEALTH NURSE

Motion by David Driscoll, duly seconded, that the Town vote pursuant to Massachusetts General Laws chapter 44, section 53E ½ to reauthorize a revolving fund for the Board of Health for the purpose of purchasing supplies and pharmaceuticals as needed by the Public Health Nurse and for the payment of Public Health Nurse wages. Medicare and other reimbursements relating to said programs and donations for the purpose of purchasing supplies and pharmaceuticals and for Public Health Nurse labor shall be credited to the fund and expenditures from the fund shall be authorized by the Board of Health up to a maximum of \$10,000.

Voted unanimously.

Motion made and duly seconded to dissolve the Annual Town Meeting.

Voted unanimously.

SPECIAL TOWN MEETING November 14, 2011

The November 14, 2011 Special Town Meeting of The Town of Essex held at the Essex Elementary School Gymnasium was called to order at 7:35pm by Moderator Rolf P. Madsen. A quorum of over 220 voters were present at the time.

A moment of silence was observed in memory of Town officials and volunteers who have passed since our last meeting: (Alfred) Jay Sweet III and Donald Young.

Moderator Rolf P. Madsen, duly seconded, move that the reading of the Warrant be omitted as copies were available to the audience upon check in.

Voted Unanimously.

ARTICLE 1 – SHEET METAL PERMITS

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to amend Section 2-7A of the Town of Essex Bylaws by adding a category for Sheet Metal Permits and by establishing a fee of \$5.00 per \$1,000 of project value for residential work and a fee of \$10.00 per \$1,000 of value for commercial work. Two lines shall be added within the Building Fee Schedule subsection, directly following the “Stop Work Order” fee. The first line shall read “Sheet Metal Permits (residential) \$5.00 per \$1,000” and the second line shall read “Sheet Metal Permits (commercial) \$10.00 per \$1,000”.

Voted by the Majority.

ARTICLE 2 – TRANSFER FROM FREE CASH TO ITEM 751 SHORT TERM INTEREST

Motion made by Virginia Boutchie, duly seconded, that the Town vote to transfer from free cash the sum of \$2,315 to be added to Item 751 Short Term Interest in Article 11 of the May 2, 2011 Annual Town Meeting.

Voted Unanimously.

ARTICLE 3 – AMEND VOTE FOR SEWER ENTERPRISE FUND APPROPRIATION

Motion made by Jeffrey Soulard, duly seconded, that the Town vote to amend the vote taken under Article 13 of the May 2, 2011 Annual Town Meeting which, in part, read: "to appropriate the sum of \$1,896,801 for the Sewer Enterprise Fund Budget as follows: a) debt repayment, principal and interest - the sum of \$927,589 from sewer betterments and the sum of \$360,728 to be raised by taxation;" by a) increasing the amount from sewer betterments by \$67,038 to a new total of \$ 994,627 and b) decreasing the amount from taxation by \$67,038 to a new total of \$293,690.

Voted by the Majority

ARTICLE 4 – PAYMENT OF FY2011 SHELLFISH BOAT BILL

Motion by Jeffrey Jones, duly seconded, that the Town vote to transfer from free cash the sum of \$116 to pay the Essex Marina for repairs to the shellfish boat engine that were made during fiscal year 2011.

Declared 9/10ths Vote.

ARTICLE 5 – UNEMPLOYMENT BENEFITS

Motion made by Virginia Boutchie, duly seconded, that the Town vote to transfer from free cash the sum of \$15,000 to the Unemployment Benefits line item of the fiscal year 2012 general budget.

Voted by the Majority.

ARTICLE 6 – FINANCE COMMITTEE RESERVE FUND

Motion made by Jeffrey Soulard, duly seconded, that the Town vote to transfer from free cash the sum of \$20,000 to replenish the Finance Committee's Reserve fund for fiscal year 2012.

Voted by the Majority.

ARTICLE 7 – PURCHASE OF A BUILDING FOR RELOCATION OF TOWN OFFICES

Motion made by Lisa O'Donnell, duly seconded, that the Town vote to authorize the Board of Selectmen to acquire by purchase, gift or eminent domain, real property in the Town of Essex known as 74 Martin Street and appearing as Lot 96 on Essex Assessors' Map 36 for the relocation of the Town offices from the present Town Hall at 30 Martin Street and to enter into all such agreements necessary in connection with such purpose, subject to terms and conditions as may be established by the Board of Selectmen; and further that the Town vote to appropriate the sum of \$1,600,000 for such acquisition and for the design, construction, reconstruction, renovation and improvement of such property for use as town offices, including the furnishing and equipping of such offices, moving expenses, site improvements, and all other costs incidental or related to the project; and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,600,000 under G.L. c.44, §7(3) and (3A) or any other enabling authority; and that the Board of Selectmen is authorized to take any other action necessary to carry out this project; provided, however, that said appropriation shall be contingent upon a vote at a Town election to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2½) amounts required to pay the principal of and interest on the borrowing authorized by this vote.

Standing counted vote.

Yes – 225

No – 152

Motion carries.

ARTICLE 8 – COMMUNITY PRESERVATION HISTORIC RESOURCES RESERVE

Motion made by Kimberly Drake, duly seconded, that the Town appropriate the sum of \$25,000 from the Community Preservation Fund Historic Resources Reserve for the historic preservation of cemetery stones at the ancient cemetery located at 28 Main Street, Assessors' Map 41, Lot 35, Essex, MA, such funds to be expended under the direction of the Historical Commission.

Voted by the Majority.

ARTICLE 9 – GRANT APPLICATION AUTHORIZATION FOR LIBRARY TRUSTEES

Motion made by Deborah French, duly seconded, that the Town vote to authorize the Board of Library Trustees of the T.O.H.P. Burnham Library to apply for, accept, and expend any State grants which may be available for a future Library renovation project.

Voted unanimously.

ARTICLE 10 – CONSULTANT FUNDING FOR CONOMO POINT

Motion made by Lisa O'Donnell, duly seconded, that the Town vote to transfer from free cash the sum of \$60,000 for the funding of a consultant to develop a subdivision plan, to obtain Planning Board approval of said plan, and to conduct any other work incidental or related thereto, including zoning bylaw development, for the portion of the Town's property at Conomo Point north of Robbins Island Road, reporting to the Board of Selectmen, acting in their capacity as Conomo Point Commissioners.

Motion made by Bruce Fortier that the motion is not within the scope of the article.

Moderator declares that the motion is in scope.

Motion made by Bruce Fortier, duly seconded, that the meeting vote to postpone action on this article until such time as the Town may have voted to rescind its 1999 vote to retain all of its property north of Robbins Island Road for public use at the expiration of the leases and, further, until the Selectmen's secret plan for the future of Conomo Point has been revealed in writing.

Standing counted vote.

Yes – 69

No – 144

Motion fails.

Debate and discussion ensued.

Motion made by David Lane, duly seconded, to move the question.

Declared 2/3rds vote.

Vote on the original motion.

Voted by the Majority.

ARTICLE 11 – FUNDING FOR PROFESSIONAL APPRAISAL SERVICES

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to transfer from free cash the sum of \$17,000 for professional appraisal services concerning the future lease and/or sale of Town property at Conomo Point, said services to be contracted by the Board of Selectmen, acting in their capacity as the Conomo Point Commissioners.

Voted Unanimously.

ARTICLE 12 – BYLAW AMENDMENT

Motion made by Jeffrey Jones, duly seconded, that the Town vote to amend Section 2-13.13 of its General Bylaws, "Procedure for Sale or Lease of Property at Conomo Point", by deleting the words "reserved for future use" from Section 4 of said bylaw and replacing them with the text shown under Article 12 of the warrant.

Voted by the Majority.

ARTICLE 13 – NOMINATIONS FOR CONOMO POINT PLANNING COMMITTEE

Motion made by Susan Gould Coviello, duly seconded, to open the floor for nominations for the single vacancy on the Conomo Point Planning Committee.

Andrew St. John is nominated by Lisa O'Donnell

David Earl is nominated by Walter Mears

The nomination of David Earl is found to be out of order under the Town's Bylaws Section 2-20.

Walter Mears is nominated by David Earl.

Standing Counted Vote:

Andrew St. John – 61

Walter Mears – 85

Walter Mears was voted by the meeting to occupy the single vacancy.

ARTICLE 14 – TOWN HALL COPIER

Motion made by Lisa O'Donnell, duly seconded, that the Town vote to appropriate a total of \$5,450 for the purchase of a new copy machine for Town Hall by making transfers from the following available funds: \$1,427.00 from Article 2 of the November 3, 2008 Special Town Meeting; \$550 from Article 2 of the November 9, 2009 Special Town Meeting; \$2,064.57 from Article 13 of the November 15, 2010 Special Town Meeting; \$490.00 from Article 3 of the November 15, 2010 Special Town Meeting; \$800 from Article 28 of the May 7, 2007 Annual Town Meeting; and \$118.43 from Article 6 of the September 11, 2006 Special Town Meeting.

Voted unanimously.

ARTICLE 15 – SET UP/EQUIP POLICE MODULAR OFFICE SPACE

Motion made by Jeffrey Jones, duly seconded, that the Town vote to transfer from free cash the sum of \$20,000 to set up, serve with all necessary utilities, and equip a modular office space unit for the Police Department and to renovate space within the existing police station for office space and an interview room.

Voted unanimously.

ARTICLE 16 – PURCHASE OF A POLICE CRUISER

Motion made by Jeffrey Jones, duly seconded, that the Town vote to transfer from free cash the sum of \$31,000 to purchase a fully-equipped police cruiser, and to authorize the Board of Selectmen to enter into a purchase agreement on such terms and conditions as the Board deems in the best interest of the Town in order to replace one of the existing police cruisers; and to authorize the Board of Selectmen to dispose of the vehicle replaced by the new cruiser by sale or trade and to take other action as necessary to effectuate the purposes of this vote.

Voted unanimously.

ARTICLE 17 – PURCHASE NEW RADIO REPEATER UNIT AND DEPARTMENTAL RADIOS

Motion made by Daniel Doucette, duly seconded, that the Town vote to transfer from free cash the sum of \$9,000 to replace the Town's Police Department radio repeater unit and the sum of \$31,000 to replace police, fire, and department of public works radios.

Voted unanimously.

ARTICLE 18 – TOWN EVENTS REVOLVING FUND

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to transfer from free cash the sum of \$10,000 to fund any labor or expenses associated with major events held in the Town, including but not limited to increased police, fire, and department of public works staffing, disposal of refuse, and necessary contracted services, all at the discretion of the Board of Selectmen.

Voted by the Majority.

ARTICLE 19 – SCADA MAINTENANCE

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from Sewer Enterprise Free cash the sum of \$7,000 for maintenance of the Wastewater Department's Supervisory Control and Data Acquisition (SCADA) System.

ARTICLE 20 – NEW SOFTWARE PURCHASE FOR WATER AND SEWER BILLING

Motion made by Paul Rullo, duly seconded, that the Town vote to appropriate the total sum of \$20,000 for the purchase and maintenance of new billing software for the Water and Wastewater Department, by making transfers from the following available funds: \$10,000 from Water Enterprise Free Cash and \$10,000 from Sewer Enterprise Free Cash.

Voted Unanimously.

A motion was made and duly seconded to dissolve the Special Town Meeting at 11:10pm.

Voted Unanimously.

TOWN OF ESSEX ELECTION RESULTS

Annual Town Election May 9, 2011

ASSESSOR, For Three Years

Three Years

Barry E. Ewing	183
Blanks	23
Scattered	1

BOARD OF LIBRARY TRUSTEES, For

Diane E. Kotch	174
Blanks	32
Scattered	1

MODERATOR, For One Year

One Year

Rolf P. Madsen	173
Blanks	31
Scattered	3

BOARD OF LIBRARY TRUSTEES, For

Jennifer Mayer	77
Blanks	30

SELECTMAN, For Three Years

Susan Gould-Coviello	149
Blanks	44
Scattered	12

PLANNING BOARD, For Two Years

Corey P. Jackson	181
Blanks	26

BOARD OF HEALTH, for Three Years

David Marks Driscoll 170
Blanks 37

PLANNING BOARD, For Five Years

William K. French 180
Blanks 27

TWO CONSTABLES, For One Year

Robert P. Bradley 158
Sean R. Reed 146
Blanks 110

HOUSING AUTHORITY, For Five Years

Diane R. Polley 188
Blanks 19

REGIONAL SCHOOL COMMITTEE, For Three Years

Alva A. Ingaharro 171
Blanks 36

**Town of Essex Special Election
June 15th 2011**

Question #1:

Shall the Town of Essex be allowed to assess an additional \$189,799 in real estate and personal property taxes for the purposes of funding a portion of the Conomo Point legal services appropriation, portions of the Town's operating budget and a portion of the Manchester-Essex Regional School district budget for the Fiscal Year beginning July first, two thousand and eleven?

Yes – 318
No – 449

Question #2:

Shall The Town of Essex be allowed to assess an additional \$83,000 in real estate and personal property taxes for the purposes of funding the following capital projects: the purchase of a new police cruiser, portable space for the police department and a new copying machine for Town Hall for Fiscal Year beginning July first, two thousand and eleven?

Yes – 314
No – 450
Blanks – 3

**Town of Essex Special Election
November 21, 2011**

Question #1:

Shall the Town of Essex be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds to be issued in order to acquire real property for the relocation of the Town offices from the present Town Hall at 30 Martin Street and for the design, construction, reconstruction, renovation and improvement of such property for use as town offices, including the furnishing and equipping of such offices, moving expenses, site improvements, and all other costs incidental or related to the project?

Yes – 214
No – 439

TREASURER/TAX COLLECTOR

The Treasurer/Collector is responsible for collection and investment of all Town Revenue, and is custodian of all additional funds including stabilization funds, trust funds and tax title accounts. The Treasurer/Collector also arranges for adequate funds to cover current obligations and administers these funds on behalf of the Town of Essex to insure all requirements such as payment on bonds and notes, payroll, bills and other remittances are paid in a timely manner.

Thank you for allowing us the opportunity to serve the residents of the Town of Essex.

Respectfully submitted,
Virginia Boutchie, Treasurer/Tax Collector

BANK BALANCES

GENERAL FUND:

Petty Cash (All Departments)	\$ 695.00
First National Bank/Ipswich Investment	\$ 69,869.17
Vendor	\$ 11,141.09
Payroll	\$ 6,735.09
Eastern Bank	\$ 194,412.09
Mass Municipal Depository Trust	\$ 118,019.55
Unibank Vendor Account	\$ 35.37
TD Banknorth	\$ 433,028.70
Unibank/Money Market	<u>\$1,246,141.84</u>
Sub-total	\$2,080,077.90

OTHER FUNDS:

Merrill Lynch/Conservation Fund	\$ 21,998.41
First National Bank/Water Fund	\$ 9,496.38
First National Bank/Sewer Fund	\$ 23,934.38
Unibank/Water Money Market	\$ 270,666.02
Unibank/Sewer Money Market	\$1,131,866.43
Unibank/VanWyck Low Farms	\$ 72,695.38
Unibank-Ambulance Fund	\$ 249,442.74
First National Bank/Clerk of Works/Tara Road	\$ 1,769.36
FNB/Ipswich CPA Fund	\$ 23,629.85
Unibank/Cultural Council	\$ 4,571.78
Unibank/Essex CPA Fund	<u>\$ 177,657.81</u>
Sub-total	\$1,987,728.54

TOTAL GENERAL AND OTHER FUNDS	\$4,067,806.44
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TRUST FUND BALANCES

Cape Ann Savings Bank – Stabilization

Balance 07/01/10	\$ 303,065.88
Earnings	<u>\$ 3,734.50</u>
Balance 06/30/11	\$ 306,800.38

Merrill Lynch/Unibank – Stabilization

Balance 07/01/10	\$ 340,943.44
Earnings	<u>\$ 1,384.63</u>
Balance 06/30/11	\$ 342,328.07

Merrill Lynch/Unibank - L.T. Burnham

Balance 07/01/10	\$ 102,799.98
Expenses	(3,786.37)
Earnings	<u>\$ 199.91</u>
Balance 06/30/11	\$ 99,213.52

Merrill Lynch - Albert E. Cogswell

Balance 07/01/10	\$ 71,689.89
Earnings	<u>\$ 137.41</u>
Balance 06/30/11	\$ 71,827.30

Merrill Lynch – Jefferson Coolidge

Balance 07/01/10	\$ 35,193.57
Earnings	<u>\$ 70.56</u>
Balance 06/30/11	\$ 35,264.13

Merrill Lynch – Municipal Building Insurance

Balance 07/01/10	\$ 24,765.00
Earnings	<u>\$ 47.43</u>
Balance 06/30/11	\$ 24,812.43

Merrill Lynch/Unibank – Ryder Estate

Balance 07/01/10	\$ 174,783.67
Earnings	<u>\$ 698.05</u>
Balance 06/30/11	\$ 175,481.72

Merrill Lynch – Selectmen/WWII Memorial

Balance 07/01/10	\$ 2,554.37
Earnings	<u>\$ 4.78</u>
Balance 06/30/11	\$ 2,559.15

TOTAL TRUST FUNDS

\$1,058,286.70

CEMETERY FUNDS

Merrill Lynch/Unibank - Perpetual Care

Balance 07/01/10	\$ 183,000.58
Income	\$ 4,371.00
Expenses	(\$ 293.97)
Earnings	<u>\$ 749.54</u>
Balance 06/30/11	\$ 187,827.15

Merrill Lynch/Unibank - Flower Fund

Balance 07/01/10	\$ 6,389.48
Income	\$ 0.00
Expenses	(\$ 611.25)
Earnings	<u>\$ 13.34</u>
Balance 06/30/11	\$ 5,791.57

Unibank - Lot Care

Balance 07/01/10	\$ 14,830.79
Income	\$ 7,688.81
Cemetery Budget	(\$ 11,189.89)
Earnings	<u>\$ 31.12</u>
Balance 06/30/11	\$ 11,360.83

Merrill Lynch/Unibank - Sale of Lots

Balance 07/01/10	\$ 4,279.39
Income	\$ 2,400.00
Cemetery Budget	(1,076.54)
Earnings	<u>\$ 19.46</u>
Balance 06/30/11	\$ 5,622.31

TOTAL CEMETERY FUNDS	\$ 210,601.86
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GRAND TOTAL – ALL FUNDS	\$5,336,695.00
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Town of Essex Payroll FY2011

Ambulance

AKERLEY JR, EDWARD C	\$402.22	SOUCY, MICHAEL A	\$1,442.11
ALBANI, JAMES	\$2,150.06	STAVROS, GEORGE	\$112.86
BALL, DANIEL	\$1,411.97	THOMPSON, DAVID	\$3,520.08
BARRETT, DAVID W	\$4,188.16	THOMPSON, GORDON	\$65.84
BOUTCHIE, GLENN C	\$325.33	TIPLADY, JOHATHAN J	\$244.53
BURNHAM, WESTLEY	\$37.62	WOODMAN, EIAN	\$1,604.47
CARTER, KEITH C	\$36.52	Total Ambulance	\$39,606.19

CROCKER, SAMUEL \$167.64

DOUCETTE, DAN \$3,039.03

DOUCETTE, PAUL \$84.65

DRAGONETTI, ANTHONY J \$18.26

FIALHO, DANIEL \$875.83

FIGURIDO, BRUCE \$18.81

FRENCH, MICHAEL \$37.62

GALLANT, RONALD \$168.19

GOOD, TRAVIS \$93.50

GRANT, WARREN J III \$361.85

GRANT, WARREN J JR \$327.53

HEATH, JASON \$148.28

JACKSON, COREY P \$2,931.10

LAFATA, ANTHONY J \$91.30

LAFATA, JOSEPH \$1,029.08

LANE, TIMOTHY \$280.51

LEEDS, BARRON L \$1,448.42

MANSFIELD, RAYMOND S \$18.26

MAXFIELD, CHRISTOPHER \$338.03

MUISE, IVAN \$18.81

NEAL, EDWARD S \$752.42

NICH, PETER J \$846.48

NIEBERLE, ERNEST JR \$5,528.18

OSBORN, HEATHER \$252.29

OUELLETTE, NICHOLAS \$252.84

PEREEN, DAVID O \$74.69

PERRIGO, JOAN M \$1,848.95

PYBURN JR, DENNIS W \$131.12

READER, RAMIE \$1,793.61

REED, SEAN \$325.88

RICH, SALLY ANN \$667.76

SAVORY, SCOTT \$18.26

SILVA, NICHOLAS \$75.24

Board of Selectmen

Animal Control Officer

REILLY, AMELIA \$4,400.00

Total Animal Control Officer \$4,400.00

Animal Health Inspector

STONE, PAMELA \$3,500.00

Total Animal Health Inspector \$3,500.00

Board of Assessors

CAIRNS, RICHARD \$5,805.00

CUNNINGHAM, DEBORAH \$282.46

EWING, BARRY \$4,066.00

HARRELL, BRENDA \$1,907.81

PALUMBO, GILLIAN \$32,939.57

WILHELM, KURT \$4,066.00

Total Board of Assessors \$49,066.84

Board of Health

MC GOUGH, MARION J \$1,004.50

PASKALIS, KIM F \$8,374.03

WHITE, ANN E \$39,751.06

WOZNY, ELAINE M \$70,401.83

Total Board of Health \$119,531.42

Board of Registrars

BURNHAM, DAWN \$175.00

CATALDO, VICKIE \$175.00

WRIGHT, CHRISTINA J \$65.75

Total Board of Registrars \$415.75

Council on Aging

CUNNINGHAM, DEBORAH	\$656.17	DORT, DANIELLE	\$2,864.85
JONES, JEFFREY D	\$1,000.00	Total Council on Aging	\$2,864.85
O'DONNELL, LISA J	\$1,000.00		
RANDALL, A RAYMOND	\$1,000.00	<u>Election Workers</u>	
WITHAM, PAMELA J	\$50,073.73	ADDISON, PHYLLIS	\$195.27
Total Board of Selectmen	\$53,729.90	AZADIAN, KATHLEEN S	\$241.96
		BALL, SHEILA	\$99.76
<u>Building Inspector</u>		BROPHY, ARDRITH	\$191.03
FRIEDRICH, BROOKE H	\$1,256.46	BURNHAM, DAWN A	\$415.98
HOLTON, LUCIUS W	\$895.00	BURNHAM, DENNIS	\$90.00
SANBORN, WILLIAM A	\$8,954.00	CATALDO, VICKIE H	\$420.27
Total Building Inspector	\$11,105.46	CUNNINGHAM, DEBBIE	\$50.94
		DOUCETTE, PRISCILLA	\$199.52
<u>Cemetery Department</u>		FERRIERO, JULIE	\$32.96
BURNHAM, DENNIS L	\$551.26	FOSSA, WENDY A	\$171.93
BURNHAM, THOMAS R	\$3,075.72	FUNKHOUSER, ERICA	\$42.45
EMERSON, MICHAEL B	\$2,126.75	GINN, SANDRA	\$129.47
HARRIGAN, RALPH T	\$20,740.52	GREENE, KAREN J	\$89.15
JOHNSON, ROBERT P	\$181.06	GUERIN, GENEVIEVE	\$250.46
KOERTH, JASON E	\$520.00	HARRIGAN, RALPH T	\$30.00
MERRITHEW, BENJAMIN J	\$371.36	JOHNSON, ROBERT P	\$60.00
MUNIZ, NANCY M	\$7,139.34	KNOWLTON, CAROLYN	\$163.44
STANTON, ALFRED K	\$1,264.68	LANE, TINA	\$59.43
WRIGHT, DAVID J	\$3,129.87	LEVEILLE, CYNTHIA	\$50.94
Total Cemetery Department	\$39,100.56	MORGAN, JOHN D	\$114.62
		MUISE, BARBARA	\$67.93
<u>Civil Defense</u>		MUNIZ, NANCY M	\$148.58
BOUTCHIE, GLENN C	\$150.00	OSBURN, LINDA L	\$42.45
Total Civil Defense	\$150.00	PATRICAN, DIANE	\$42.45
		POLLEY, DIANE	\$67.92
<u>Conomo Point Commissioners</u>		RICH, SALLY ANN	\$67.92
JONES, JEFFREY D	\$50.00	SOUCY, SALLY	\$224.99
O'DONNELL, LISA J	\$50.00	STORY, GLORIA	\$67.92
RANDALL, A RAYMOND	\$50.00	SYMONDS, CARLA	\$21.23
WITHAM, PAMELA J	\$2,323.33	SYMONDS, VALERIE	\$205.89
Total Conomo Pt. Com.	\$2,473.33	THOMPSON, MARTHA E	\$46.70
		WRIGHT, LAURA J	\$222.87
		Total Election Workers	\$4,326.43
<u>Conservation Commission</u>		<u>Electrical Inspector</u>	
CUNNINGHAM, DEBORAH	\$14,683.40	READER, RAMIE	\$5,321.00
HANKIN, JAMES	\$2,790.00	Total Electrical Inspector	\$5,321.00
Total Conservation Com.	\$17,473.40		
<u>Emergency Center</u>			

BERUBE, THOMAS A	\$8,919.72
BROWN, GREGORY J	\$8,539.34
BRUCE, DANIEL J	\$321.48
CURRERI, JOSEPH J JR	\$15,507.49
DORT, DANIELLE	\$38,397.56
DOUCOT, MATTHEW M	\$2,747.62
EDWARDS, ALEXANDER F	\$1,655.44
EDWARDS, ALEXENDER F	\$5,668.20
FRONTIERO, COLLEEN M	\$33,078.70
GAGNON, MARC J	\$7,690.76
HAMILTON, NICHOLAS A	\$713.02
JENKINS, SHARON M	\$15,420.70
LARRABEE, CLINT M	\$50,088.44
MANSFIELD, THERESA P	\$4,725.51
WESTON, MARIKO	\$406.08
ZWICKER, JUSTIN M	\$50.76
Total Emergency Center	\$193,930.82

Fire Department

AKERLEY JR, EDWARD C	\$965.42
ALBANI, JAMES	\$869.17
BALL, DANIEL	\$2,897.41
BARRETT, DAVID W	\$6,808.74
BOUTCHIE, GLENN C	\$1,736.08
BRUCE, DANIEL J	\$18.81
BURNHAM, WESTLEY	\$1,732.79
BUTLER, JOSHUA	\$18.26
CARTER, KEITH C	\$3,663.07
CROCKER, SAMUEL	\$1,350.47
DAGLE, MARY ELINOR	\$9,188.77
DOANE, DEXTER ALAN	\$1,004.14
DORT, RICHARD H JR	\$749.10
DOUCETTE, DAN	\$7,936.29
DOUCETTE, PAUL	\$3,234.55
DRAGONETTI, ANTHONY J	\$3,855.50
FIALHO, DANIEL	\$4,131.61
FIGURIDO, BRUCE	\$56.43
FRENCH, MICHAEL	\$619.08
GALLANT, RONALD	\$1,585.61
GOOD, TRAVIS	\$2,539.41
GRANT, WARREN J III	\$2,063.66

Harbormaster

GRANT, WARREN J JR	\$243.43
HEATH, JASON	\$1,030.70
JACKSON, COREY P	\$2,101.78
LAFATA, ANTHONY J	\$206.36
LAFATA, JOSEPH	\$1,770.12
LANE, TIMOTHY P	\$2,995.96
LEEDS, BARRON L	\$3,169.49
MANSFIELD, RAYMOND S	\$18.26
MAXFIELD, CHRISTOPHER	\$978.12
MCGRATH, MATTHEW R	\$393.36
MUISE, IVAN	\$318.67
NEAL, EDWARD S	\$1,664.69
NICH, PETER J	\$2,671.03
NIEBERLE, ERNEST JR	\$2,988.65
OSBORN, HEATHER	\$882.42
OUELLETTE, NICHOLAS	\$1,351.85
PEREEN, DAVID O	\$1,250.38
PERRIGO, JOAN M	\$1,748.79
PYBURN JR, DENNIS W	\$168.19
READER, RAMIE	\$5,407.26
REED, SEAN	\$2,144.41
RICH, SALLY ANN	\$808.84
SAVORY, SCOTT	\$299.86
SILVA, NICHOLAS	\$215.77
SOUCY, MICHAEL A	\$2,277.77
SOUSA, KEVIN K	\$1,062.22
STAVROS, GEORGE	\$1,476.37
THOMPSON, DAVID	\$9,821.88
THOMPSON, GORDON	\$767.91
TIPLADY, JOHATHAN J	\$2,576.42
WOODMAN, EIAN	\$2,406.65
Total Fire Department	\$112,241.98

Fire Private Duty

BARRETT, DAVID W	\$258.00
LEEDS, BARRON L	\$172.00
OSBORN, HEATHER	\$215.00
THOMPSON, DAVID	\$236.50
Total Fire Private Duty	\$881.50

Planning Board

BERUBE, THOMAS A	\$243.46
BURNHAM, WESTLEY	\$1,059.38
DUMOULIN, BARRY W	\$2,920.51
EDWARDS, ALEXENDER F	\$39.48
FIALHO, DANIEL	\$1,624.12
GRANITSAS, PETER	\$633.51
HEMEON, ROBERT P	\$1,362.06
KENT, DAVID S	\$105.28
SHEARER, ALAN H	\$368.48
SIMPSON, JAMES	\$3,147.89
Total Harbormaster	\$11,504.17

Highway Department

BURNHAM, DENNIS L	\$40,492.65
BURNHAM, THOMAS R	\$588.56
DAVIS, AMANDA	\$20,262.72
EMERSON, MICHAEL B	\$3,413.72
FRITHSEN, DAVID W.	\$652.40
FRITHSEN, PATRICK D	\$6,580.32
GALLI, MICHAEL	\$35,174.89
GOODWIN, PAUL	\$74,616.79
HARRIGAN, RALPH T	\$534.31
JOHNSON, ROBERT P	\$27,242.40
KOERTH, JASON E	\$2,525.16
MERRITHEW, BENJAMIN J	\$54,613.90
MUNIZ, NANCY M	\$2,895.75
ROWE, LEANN M	\$5,440.00
SHARON, MATTHEW C	\$2,097.60
STANTON, ALFRED K	\$49,288.60
WRIGHT, DAVID J	\$478.21
Total Highway Department	\$326,897.98

Licensing Board

WITHAM, PAMELA J	\$2,323.33
Total Licensing Board	\$2,323.33

Personnel Board

ZUBRICKI, BRENDHAN D	\$11,818.78
Total Personnel Board	\$11,818.78
GILARDI, ROBERT	\$2,322.00

FEENER, MARY ELLEN L	\$8,586.84
Total Planning Board	\$8,586.84

Plumbing Inspector

CORRIERE, RICHARD P	\$5,321.00
Total Plumbing Inspector	\$5,321.00

Police Department

BROWN, GREGORY J	\$23,867.73
BRUCE, DANIEL J	\$6,254.33
DAGLE, MARY ELINOR	\$34,652.97
DAVIS, RYAN W	\$85,037.02
DOUCOT, MATTHEW M	\$19,914.07
EARLE, DAVID	\$9,557.31
EDWARDS, ALEXANDER F	\$2,138.61
EDWARDS, ALEXENDER F	\$25,867.86
FRANCIS, PAUL	\$91,698.12
FRENCH, MICHAEL T	\$96,788.24
GAGNON, MARC J	\$1,768.14
GILARDI, ROBERT	\$89,833.96
GRANT, STEVEN R	\$146.08
HAMILTON, NICHOLAS A	\$15,056.01
KENT, DAVID S	\$6,184.09
MANSFIELD, THERESA P	\$263.34
OSBORN, HEATHER	\$150.48
ROMEOS, JAMES C	\$72,681.10
SHAMSHAK, THOMAS	\$99,030.55
SILVA, PETER	\$115,479.27
WESTON, MARIKO	\$2,149.35
ZWICKER, JUSTIN M	\$83,958.31
Total Police Department	\$882,476.94

Police Private Duty

BROWN, GREGORY J	\$11,336.50
BRUCE, DANIEL J	\$1,106.00
DAVIS, RYAN	\$12,298.00
DOUCOT, MATTHEW M	\$8,538.50
EARLE, DAVID	\$1,870.50
EDWARDS, ALEXENDER F	\$10,320.00
FRANCIS, PAUL	\$1,612.50
FRENCH, MICHAEL T	\$19,393.00
GAGNON, MARC J	\$1,698.50
ONEIL, BRIAN C	\$506.93

HAMILTON, NICHOLAS A	\$23,005.00
ROMEOS, JAMES C	\$9,322.50
SHAMSHAK, THOMAS	\$4,042.00
STAVROS, GEORGE	\$344.00
WESTON, MARIKO	\$430.00
ZWICKER, JUSTIN M	\$12,341.00
Total Police Private Duty	\$119,980.00

Recycling

DAVIS, AMANDA	\$260.32
JOHNSON, ROBERT P	\$1,662.56
KOERTH, JASON E	\$364.50
RUTLEDGE, THERESA F	\$9,342.00
STANTON, ALFRED K	\$200.16
Total Recycling	\$11,829.54

Sewer Department

CHURCHILL, ARTHUR F	\$216.63
DAVIS, AMANDA	\$27,046.44
FRITHSEN, DAVID W.	\$40,944.00
GALLI, MICHAEL	\$8,570.52
GOODWIN, PAUL	\$12,363.55
HEITZ, ERIC T	\$3,508.87
MERRITHEW, BENJAMIN J	\$222.12
ONEIL, BRIAN C	\$35,124.97
STANTON, ALFRED K	\$68.56
Total Sewer Department	\$128,065.66

Shellfish Department

HARTLEY, STEPHEN F	\$2,664.90
KNOVAK, WILLIAM J	\$11,279.24
PASCUCCI, MICHAEL D	\$105.28
THISTLEWOOD, PAUL A	\$32,581.24
Total Shellfish Department	\$46,630.66

Snow Removal

BURNHAM, DENNIS L	\$3,884.70
CHURCHILL, ARTHUR F	\$320.16
FRITHSEN, DAVID W.	\$4,893.00
HARRIGAN, RALPH T	\$3,567.32
HEITZ, ERIC T	\$5,616.05
MERRITHEW, BENJAMIN J	\$5,557.53

Water Department

STANTON, ALFRED K	\$4,764.92
Total Snow Removal	\$29,110.61

T.O.H.P. Burnham Library

CAIRNS, BETH	\$3,526.00
FRENCH, DEBORAH	\$44,721.93
WANNER, APRIL L	\$14,869.50
Total Library	\$63,117.43

Town Accountant

FRIEDRICH, BROOKE H	\$3,641.48
TIERI, ROXANNE F	\$37,134.25
Total Town Accountant	\$40,775.73

Town Administrator

ZUBRICKI, BRENDHAN D	\$109,056.05
Total Town Administrator	\$109,056.05

Town Clerk

SOUCY, SALLY A	\$1,294.00
WRIGHT, CHRISTINA J	\$50,938.56
Total Town Clerk	\$52,232.56

Town Moderator

MADSEN, ROLF	\$100.00
Total Town Moderator	\$100.00

Town Property

EMERSON, MICHAEL B	\$33.45
FRITHSEN, PATRICK D	\$122.65
KNOVAK, WILLIAM J	\$224.25
MACKAY, SUSAN L	\$2,386.02
MUISE, GERALD	\$15,663.75
Total Town Property	\$18,430.12

Treasurer/Tax Collector

BOUTCHIE, VIRGINIA F	\$67,872.33
ELWELL, DOROTHY M	\$41,349.49
Total Treasurer/Collector	\$109,221.82

CHURCHILL, ARTHUR F	\$59,965.82	HORNE, JOSHUA	\$2,042.67
EMERSON, MICHAEL B	\$1,159.60	KANE, JUSTINE	\$1,722.81
FRITHSEN, DAVID W.	\$42,730.19	KLYPKA-SIMPSON, MARILYN E	\$7,816.78
GALLI, MICHAEL	\$43,744.88	KLYPKA-SIMPSON, YURI	\$1,927.09
GOODWIN, PAUL	\$12,450.75	LLOYD, BRIAN	\$165.83
HEITZ, ERIC T	\$60,509.19	MALIK, EMILY L	\$1,459.77
KOERTH, JASON E	\$6,704.30	MCCARRON, JONATHAN	\$1,898.83
MUNIZ, NANCY M	\$8,002.80	MCCOLLUM, MICHAEL D	\$1,413.12
ONEIL, BRIAN C	\$24,499.17	RICE, DEREK S	\$214.38
ROWE, LEANN M	\$4,862.00	RICE, SHAUNA M	\$499.39
Total Water Department	\$264,628.70	ROGERS, TAYLOR B	\$2,102.97
		THOMAS, KARA E	\$2,024.44
Youth Commission		WHITE, DANIEL J	\$1,662.71
BERKROT, MISHA	\$1,295.01	WHITE, DIANE D	\$2,186.25
BOUTCHIE, NICOLE M	\$1,952.21	Total Youth Commission	\$33,824.04
CUMMINGS, CAROLINE	\$1,692.00		
DONNELLY, JAMES M	\$1,586.21		
FERNALD, KELLY A	\$161.57	Grand Total All	\$2,936,051.39

EASTERN ESSEX DISTRICT DEPARTMENT OF VETERANS' SERVICES

This department is charged under Chapter 115 Massachusetts General Laws with providing services to veterans, their survivors, and their dependents. Principal workload under state law includes the administration of aid to veterans and dependents. Communities fund this program, which is subsequently 75% reimbursed the following fiscal year by the Commonwealth. This is a need based program and the department is required to conduct periodic comprehensive review of the cases to insure no substantive facts have changed, while working with the veteran to identify alternative or long-term solutions to individual circumstances. During the calendar year four Essex veterans/widows were on this program. Also under state law, the department assists qualified veterans to obtain bonuses, and qualified veterans, widows and parents to obtain state annuities, property tax abatements, and other benefits.

The Veterans' Services program also mandates extensive interaction within the federal community, principally with the Department of Veterans' Affairs. The Veterans' Service Officer (VSO) assists veterans and their dependents in filing for pensions, service connected injury/illness compensation, dependency indemnity compensation for survivors, VA healthcare enrollment, insurance claims, decedent claims, and many other issues. Federal benefits processed by this department are paid directly to those eligible to receive the assistance or entitlement. The VA sent

approximately \$260,000 to eligible recipients in Essex, of which the current staff is responsible for approximately \$186,000 dollars paid to or saved by those assisted in Essex.

Additionally, the department interacts within the federal community to correct military records, obtain needed documentation and insure veterans/dependents receive awards and recognition to which they are entitled. The VSO provided information, advice or assistance to 15 of the town's 283 *identified* veterans and 3 of the 65 *identified* veterans' widows during 2011. We also provide support and information assistance for National Guard and Reserves called up for service in Iraq or Afghanistan and their families.

The Director and the Assistant to the Director, Georgia Gadbois, advocate for veterans on issues at the local, state and federal level, interact with elected and appointed officials on issues, and work with local organizations in serving the community. The department also provided information, assistance and guidance for citizens in determining their needs for Medical insurance. With the support and concurrence of the Board of Directors, the Department expanded its office space in late 2011 and will soon begin accepting volunteers to assist with various projects in support of the office, veterans, and deployed service personnel, while also providing space for counseling of veterans by trained VA personnel.

The Eastern Essex District is composed of the Towns of Essex, Georgetown, Hamilton, Ipswich, Rowley, Wenham and West Newbury. A Board of Directors, consisting of one selectman (or designee) from each town, maintains oversight. Mr. Jeffrey Jones is the Essex member of the Board of Directors.

Respectfully submitted,
Terrance P. Hart, District Director

YOUTH COMMISSION

The Board of Selectmen continues to serve as the Youth Commission. In May of 2011, the Town Meeting voted to balance and close out the Youth Enterprise Fund for the Youth Commission. The Summer Program has now transitioned to a summer camp run by the Ipswich YMCA known as Camp Dory. Camp Dory is fully-funded by its users and all payments go directly to the YMCA. The Town of Essex no longer has any youth-related budget line items. Non-summer activities have been taken over by other organizations and volunteers.

Holiday events continue to bring joy to the community and are being continued as non-EYC events by others. We would like to thank the Essex Division of the Cape Ann Chamber of Commerce for their continued sponsorship of the Memory Tree and the Santa's Arrival components of the Annual Holiday Festival. We extend special thanks to Heidi Jackson-Dean, Mary Hickey, Susan Lufkin, and Tia Schlaikjer (including the use of the Essex Historical Museum facilities) for helping to make these events a success once again. Further, we would like to thank

the Essex Elementary School parents for organizing and offering the annual Breakfast with Santa program, another aspect of the Holiday Festival. We would like to thank the Manchester Essex Rotary Club for its offering of the Annual Easter Egg Hunt in the spring of 2011. We are looking forward to repeating the various holiday events in partnership with familiar and new organizations as we look toward the future. It is possible that the YMCA will work with the Manchester Essex Regional School District to expand its existing school-year program offerings.

Summer Camp Dory 2011 featured the YMCA's operation and maintenance of Centennial Grove during camp hours. The YMCA's maintenance division made several improvements to existing buildings using materials provided by the Town and we look forward to their construction of a new changing facility for Camp Dory 2012. Camp Dory is for children who are entering Kindergarten through eighth grade and is open to residents and non-residents alike. The camp offers a variety of activities, special events, field trips, and much more. We encourage you to visit the YMCA's website for details.

Respectfully submitted,
Jeffrey D. Jones
Lisa J. O'Donnell
Susan Gould-Coviello

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